



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

Tuesday, April 20, 2021, 6:00 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**

- |      |  |    |
|------|--|----|
| 4.1. | Minutes of the Special Council Meeting held Tuesday, March 30, 2021 in the City of West Kelowna Council Chambers   | 6  |
| 4.2. | Minutes of the Special Council Meeting held Tuesday, April 6, 2021 in the City of West Kelowna Council Chambers    | 8  |
| 4.3. | Minutes of the Public Hearing held Tuesday, April 6, 2021 in the City of West Kelowna Council Chambers             | 10 |
| 4.4. | Minutes of the Regular Council Meeting held Tuesday, April 6, 2021 in the City of West Kelowna Council Chambers    | 13 |
| 4.5. | Minutes of the Special Council Meeting held Wednesday, April 14, 2021 in the City of West Kelowna Council Chambers | 21 |

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

- 5.1. Mayor Milsom

5.1.1.	Regional District of Central Okanagan Highlights from the April 8, 2021 Regional Board Meeting	23
--------	--	----

## 6. DELEGATIONS

- 6.1. Erin Welk, Social and Economic Inclusion Lead, Urban Matters  
Complex Needs Advocacy Paper Update

## 7. UNFINISHED BUSINESS

## 8. DIVISION REPORTS

### 8.1. CHIEF ADMINISTRATIVE OFFICER

- |        |  |    |
|--------|--|----|
| 8.1.1. | West Kelowna's City Hall Project Update – April 2021 | 25 |
|        | Information Report from the Special Projects Manager |    |
| 8.1.2. | 2021 Department Statistics – 1st Quarter             | 28 |
|        | Information Report from the CAO                      |    |

### 8.2. FINANCIAL SERVICES / RECREATION AND CULTURE

- |        |   |    |
|--------|---|----|
| 8.2.1. | Adoption of the 2021-2025 Financial Plan  | 47 |
|        | <u>Recommendation:</u><br>THAT Council adopt the “City of West Kelowna Financial Plan Bylaw 0284, 2020” with the tax increase set at 4.05%, which will result in a tax requisition of \$36,559,184. |    |

- |        |  |    |
|--------|--|----|
| 8.2.2. | 2021 Tax Rate Bylaw No. 0288, 2021   | 56 |
|        | <u>Recommendation:</u><br>THAT Council adopt the tax multiplier schedule as presented;<br>and<br><br>THAT Council give first, second and third reading to “City of West Kelowna Tax Rates Bylaw No. 0288, 2021”. |    |

- |        |  |    |
|--------|--|----|
| 8.2.3. | 2021 Transfer Station Parcel Tax Bylaw   | 65 |
|        | <u>Recommendation:</u><br>THAT Council give first, second and third readings to the “City of West Kelowna Transfer Station Parcel Tax Bylaw No. 0286, 2021”. |    |

8.2.4.	<b>2021 Sterile Insect Release Parcel Tax Bylaw</b>	69
	<u>Recommendation:</u> <b>THAT</b> Council give first, second and third readings to the “City of West Kelowna Sterile Insect Release Parcel Tax Bylaw No. 0285, 2021”.	
8.2.5.	<b>2021 RDCO Solid Waste and Recycling Program Parcel Tax Bylaw</b>	73
	<u>Recommendation:</u> <b>THAT</b> Council give first, second and third readings to the “City of West Kelowna RDCO Solid Waste and Recycling Program Parcel Tax Bylaw No. 0287, 2021”.	
8.3.	<b>CORPORATE INITIATIVES</b>	
8.3.1.	<b>Council's 2021 – 2022 Strategic Priorities</b>	77
	<u>Recommendation:</u> <b>THAT</b> Council consider and resolve to adopt its <i>2021 – 2022 Strategic Priorities</i> document as attached.	
8.3.2.	<b>Police Services Update and 2021 Police Services Priorities</b>	92
	<u>Recommendation:</u> <b>THAT</b> Council receive this Police Services update for information; and <b>THAT</b> Council consider and resolve to adopt the 2021 Police Services Priorities identified by Council and reflected in this report.	
8.4.	<b>DEVELOPMENT SERVICES</b>	
8.4.1.	<b>Z 20-05; Zoning Amendment Bylaw No. 0154.100 (Options); 2485 Hayman Road</b>	97
	<u>Options for Council's Consideration:</u> <b>Option 1 – Give 3<sup>rd</sup> Reading</b>  <b>THAT</b> Council give third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05); and  <b>THAT</b> Council direct staff to schedule the bylaw for consideration of adoption following: <ul style="list-style-type: none"> <li>• Confirmation of the registration of a Section 219</li> </ul>	

Covenant to restrict building on the RC3 zoned portion of subject property until completion of the subdivision.

#### **Option 2 – Postpone Consideration**

**THAT** Council postpone consideration of third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05).

#### **Option 3 – Deny Application**

**THAT** Council rescind first and second readings of City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05); and

**THAT** Council direct staff to close file Z 20-05.

#### **8.4.2. Z 21-01; Zoning Amendment Bylaw No. 0154.103, 2021 (1st and 2nd Reading); 2377 Thacker Drive 108**

##### Recommendation:

**THAT** Council give first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.103, 2021 (File: Z 21-01); and

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

#### **8.4.3. DVP 21-03; Development Variance Permit; 1526 Scott Crescent 117**

##### Recommendation:

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 21-03) for Lot 5 District Lot 3866 ODYD Plan 24396 (1526 Scott Crescent) to convert an existing structure to a carriage house by varying Zoning Bylaw No. 0154 as follows:

- S3.26.11 to permit a roof top deck
- S10.4.5(g).1 to reduce the required setback from 6.0 m to 0.35 m from a private access easement
- S10.4.6(b) to increase the maximum height of the carriage house wall from 6.5 m to 7.6 m from grade to the lower surface of the eave.

#### **8.4.4. Fees and Charges Bylaw – Amendment to the Excessive Nuisance Abatement Fees 133**



Recommendation:

**THAT** Council adopt City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.70, 2021.

**8.4.5. Municipal Natural Assets Initiative (MNAI) Natural Asset Inventory 138**

Information Report from the Planner II - Long Range

**8.4.6. Post Public Hearing Procedural Options 141**

Information Report from the Development Technician

**8.5. ENGINEERING / PUBLIC WORKS / PARKS**

**8.6. FIRE RESCUE SERVICES**

**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, April 27, 2021 where Neighbourhood and Community Associations will make their annual presentations to Council.

The next regular Council meeting is scheduled for Tuesday, May 11, 2021.



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

Tuesday, March 30, 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  
Sandy Webster, Director of Corporate Initiatives  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Collette Beggs, Executive Assistant

---

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

The Special Council meeting was called to order at 1:06 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 the Council meeting in person.

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

**3. ADOPTION OF AGENDA**

Resolution No. C120/21

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

**CARRIED UNANIMOUSLY**

**4. PROCEDURAL MOTION**

Resolution No. C121/21

**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 2:21 p.m.

---

MAYOR

---

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



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

Tuesday, April 6, 2021  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong (arrived at 11:08 a.m.)  
Councillor Doug Findlater  
Councillor Jason Friesen  
Councillor Stephen Johnston (arrived at 11:28 a.m.)  
Councillor Carol Zanon  
Councillor Jayson Zilkie

**Staff Present:** Paul Gipps, CAO  
Sandy Webster, Director of Corporate Initiatives  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**Others Present:** Allan Neilson, Neilson Strategies Inc.

---

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

The Special Council meeting was called to order at 11:07 a.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 is not permitted to attend the Council meeting in person.

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

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C122/21

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

CARRIED UNANIMOUSLY (Councillors Johnston & de Jong were not present for the vote)

#### **4. PROCEDURAL MOTION**

It was moved and seconded

Resolution No. C123/21

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

(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 (Councillor Johnston was not present for the vote)

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

The Special Council meeting adjourned at 1:22 p.m.

---

MAYOR

---

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



## PUBLIC HEARING MINUTES

MINUTES OF THE PUBLIC HEARING  
HELD AT THE CITY OF WEST KELOWNA COUNCIL CHAMBERS,  
2760 CAMERON ROAD, WEST KELOWNA, BC  
TUESDAY, APRIL 6, 2021

---

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Doug Findlater  
Councillor Jason Friesen  
Councillor Stephen Johnson  
Councillor Carol Zanon  
Councillor Jayson Zilkie

**Staff Present:** Paul Gipps, CAO  
Allen Fillion, Director of Engineering and Public Works  
Warren Everton, Director of Finance/CFO  
Sandy Webster, Director of Corporate Initiatives  
Brad Savoury, Director of Legal Services  
Michelle Reid, Director of Human Resources  
Brent Magnan, Planning Manager  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Bob Dargatz, Development Services/Approving Officer  
Mike Cain, Bylaw Compliance Manager  
Kari O'Rourke, Communications and Engagement Manager

**1. CALL THE PUBLIC HEARING TO ORDER:**

The Public Hearing was called to order at 1:33 p.m.

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

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

It was moved and seconded that the agenda be adopted as presented. The motion carried unanimously.

**4. OPENING STATEMENT:**

In accordance with the Provincial Health Officer Order on Gatherings and Events, members of the public were restricted from attending the public hearing in person. Public participation was available by phone and by written submission and all representations to Council form part of the public record. The meeting was webcast live and archived on the City's website.

The Mayor read the Public Hearing Opening Statement, advising that the Public Hearing has been advertised, the bylaw and supporting documentation has been made available for inspection at City of West Kelowna offices and on the City's website, and outlined the process for the public hearing.

**5. PUBLIC HEARING:**

The Mayor explained the process for this public hearing being held pursuant to Division 3, Part 14 of the *Local Government Act* for the purpose of hearing representation from those persons who believe their interests may be affected by Zoning Amendment Bylaw No. 154.95.

The Mayor noted that information has been available for inspection, which includes any written comments received to date for the applications, and that Notice of the Public Hearing was duly advertised in accordance with the requirements of the *Local Government Act*.

**5.1 Z 20-07, Zoning Amendment Bylaw No. 154.95, Unaddressed Asquith Road**

The Planning Manager introduced Zoning Amendment Bylaw No. 154.95 to amend the Zoning Bylaw from Rural Residential Small Parcel Zone (RU2) to Single Family Residential (R1) to facilitate a 22 lot subdivision.

The Mayor asked if the owner/applicant wished to address Council regarding this file. The owner/applicant did not address Council.

The Mayor asked for a first time if there were any members of the public who wished to address Council regarding this file. There were no comments from the public.

The Mayor asked a second time if there were any members of the public who wished to address Council regarding this file. There were no comments from the public.

The Mayor asked Council if they had any questions of staff or any specific information needed from staff in anticipation of this coming back to Council for consideration. Council did not have any questions.

The Mayor asked for a third and final if there were any members of the public who wished to address Council regarding this file. There were no comments from the public.

The Mayor declared the public hearing closed at 1:54 p.m. and Council cannot accept any further information regarding this application.

6. Termination of Public Hearing

The Public Hearing terminated at 1:54 p.m.

---

MAYOR

I hereby certify this to be a fair and accurate summary of the nature of the representations made by the public at the Public Hearing with regard to Zoning Amendment Bylaw No. 154.95, Unaddressed Asquith Road, held on April 6, 2021.

---

Legislative Services Manager/Corporate Officer





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

Tuesday, April 6, 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  
Jason Brolund, Fire Chief  
Brad Savoury, Director of Legal Services  
Brent Magnan, Planning Manager  
Bob Dargatz, Development Services/Approving Officer  
Rob Hillis, Engineering Manager  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Kari O'Rourke, Communications Manager  
Mike Cain, Bylaw Services Manager  
Nilton Praticante, Engineering Supervisor

---

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

The meeting was called to order at 2:01 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 the Council meeting in person. As an open meeting, it was webcast live and archived on the City's website.

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C124/21

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

CARRIED UNANIMOUSLY

The Mayor acknowledged the recent passing of Len Novakowski on March 31, 2021. Mr. Novakowski served as a Regional Director for Westbank for 11 years and as an Alternate for the Regional Director for 4 years prior to that.

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Public Hearing held Tuesday, March 16, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C125/21

**THAT** the minutes of the Public Hearing held Tuesday, March 16, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Special Council Meeting held Tuesday, March 23, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C126/21

**THAT** the minutes of the Special Council Meeting held Tuesday, March 23, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.3 Minutes of the Public Hearing held Tuesday, March 23, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C127/21

**THAT** the minutes of the Public Hearing held Tuesday, March 23, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.4 Minutes of the Regular Council Meeting held Tuesday, March 23, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C128/21

**THAT** the minutes of the Regular Council Meeting held Tuesday, March 23, 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 March 29, 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 Update**

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

**8.2 DEVELOPMENT SERVICES**

**8.2.1 DVP 21-04; Development Variance Permit; 3507 Gates Road**

It was moved and seconded

Resolution No. C129/21

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 21-04) for Lot 7 District Lot 3189 ODYD Plan 41564 (3507 Gates Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 3.16.2 to increase the maximum floor area of a secondary suite from 90 m<sup>2</sup> to 104.5 m<sup>2</sup>.

CARRIED UNANIMOUSLY

**8.2.2 DVP 21-07; Development Variance Permit; 2409 Tallus Ridge Drive**

It was moved and seconded

Resolution No. C130/21

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 21-07) for Lot 12 District Lot 2600 ODYD Plan KAP82099 (2409 Tallus Ridge Drive) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 3.16.2 to increase the maximum floor area of a secondary suite from 90 m<sup>2</sup> to 120 m<sup>2</sup> and increase the maximum allowable percentage from 40% to 48% of the habitable floor area of the principal dwelling.

CARRIED UNANIMOUSLY

**8.2.3 Fees and Charges Bylaw – Amendment to the Excessive Nuisance Abatement Fees**

It was moved and seconded

Resolution No. C131/21

**THAT** Council gives first, second and third reading to the City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.70, 2021.

CARRIED UNANIMOUSLY

**8.2.4 Long Range Planning Work Plan – 2021 Projects Update**

The Planning Manager presented the Long Range Planning Work Plan with a 2021 Project Update.

The meeting recessed at 3:02 p.m.  
The meeting reconvened at 3:12 p.m.

#### **8.2.5 P 20-16; Decision Points; Short Term Rental Zoning Bylaw Amendments**

##### Decision Point - Hosted vs. Un-Hosted

It was moved and seconded

Resolution No. C132/21

**THAT** Council direct staff to require all short term rentals to be principal residences.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C133/21

**THAT** Council direct staff to revise the regulations to require all short term rentals to be hosted.

CARRIED; Councillor Zilkie opposed

##### Decision Point - Secondary Suites and Carriage Houses

It was moved and seconded

Resolution No. C134/21

**THAT** Council direct staff to revise the regulations in order to permit short term rentals on properties with secondary suites and carriage houses.

CARRIED; Councillor de Jong opposed

##### Decision Point - Bed and Breakfast Regulations

It was moved and seconded

Resolution No. C135/21

**THAT** Council direct staff to keep the existing regulations for Bed and Breakfasts within the Zoning Bylaw.

CARRIED UNANIMOUSLY

Decision Point - Definitions

It was moved and seconded

Resolution No. C136/21

**THAT** Council direct staff to revise the minor and major terminology proposed for short term rentals.

CARRIED UNANIMOUSLY

Decision Point - Parking Requirements

It was moved and seconded

Resolution No. C137/21

**THAT** Council direct staff to revise the layout for parking requirements to show .5 parking spaces per bedroom in a table format.

CARRIED UNANIMOUSLY

Decision Point - License Caps

It was moved and seconded

Resolution No. C138/21

**THAT** Council direct staff to bring the concept of a license cap back for Council consideration after the initial intake period is over.

CARRIED; Councillor Johnston opposed

The meeting recessed at 5:02 p.m.

The meeting reconvened at 5:12 p.m.

### **8.3 ENGINEERING / PUBLIC WORKS / PARKS**

#### **8.3.1 Transportation Master Plan – Contract Award**

The Engineering Supervisor and the Engineering Manager provided an update on the Transportation Master Plan Contract Award.

### **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**

It was moved and seconded

Resolution No. C139/21

**THAT** the Council meeting be extended to 6:00 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C140/21

**THAT** Council consider the feedback information from the public engagement process held between February 16<sup>th</sup> and 25<sup>th</sup>, 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%.

CARRIED; Councillors de Jong and Findlater opposed

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

### **9.1 Correspondence from Mayor Lisa Helps, City of Victoria, dated March 10, 2021 re Help Cities Lead Campaign**

## **10. NOTICE OF MOTION**

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

The meeting adjourned at 6:00 p.m.

---

MAYOR

---

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER





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

Wednesday, April 14, 2021  
COUNCIL CHAMBERS AND VIA ELECTRONIC MEANS  
2760 CAMERON ROAD, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong (via Teams; arrived at 10:19 a.m.)  
Councillor Doug Findlater (via Teams)  
Councillor Jason Friesen (via Teams)  
Councillor Stephen Johnston (via Teams)  
Councillor Carol Zanon (via Teams)  
Councillor Jayson Zilkie (via Teams)

**Staff Present:** Paul Gipps, CAO  
Sandy Webster, Director of Corporate Initiatives (via Teams)  
Mark Koch, Director of Development Services (via Teams)  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Brent Magnan, Planning Manager (via Teams)  
Collette Beggs, Executive Assistant

---

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

The Special Council meeting was called to order at 10:04 a.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 the Council meeting in person.

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

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C141/21

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

CARRIED UNANIMOUSLY (Councillor de Jong was not present for the vote)

**4. PROCEDURAL MOTION**

It was moved and seconded

Resolution No. C142/21

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

(g) litigation or potential litigation affecting the municipality.

CARRIED UNANIMOUSLY (Councillor de Jong was not present for the vote)

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

The Special Council meeting adjourned at 10:25 a.m.

---

MAYOR

---

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER

## Highlights of the Regional Board meeting – April 8, 2021

### Former Director remembered

The Regional Board offered condolences to the family and friends of former Director Len Novakowski who recently passed away.

He served the people of Central Okanagan West or as it was known then the Westside Electoral Area for four years as an alternate Director and 11 more years from December 1996 through December 2007 as an elected Director prior to incorporation of the City of West Kelowna.

Len was remembered as a passionate public servant who always had a calming and thoughtful presence around the Regional Board table and he will be missed by all who had the opportunity to meet and work with him.

### Regional Septage disposal rate adjustment

The Regional Board has adopted an [updated bylaw](#) for the disposal of septic tank effluent in the Central Okanagan. A new basic rate of \$52 per cubic meter has been set for treatment at the Regional Septage facility in the District of Lake Country. This previous rate of \$47.27 was established six years ago. The updated septic effluent disposal fee addresses increases in fees for treatment of biosolids generated by the plant at the City of Kelowna Regional Compost facility.

### Waste Reduction work plan initiatives

The Regional Board has received a detailed presentation and information regarding the status of and initiatives planned by staff with the Waste Reduction Office. The Board supports the initiatives and timelines for the program from 2021-2023 as identified by the Solid Waste Management Plan.

### Regional Board meetings

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom) – No public attendance allowed with health orders on public gatherings

- **Monday, April 26** – 7:00 p.m.
- **Thursday, May 13** – 8:30 a.m. following Governance & Services Committee meeting

### Live/Recorded meeting video

When a meeting begins, a Live Stream Video link will be available for that meeting in the Upcoming Meeting agenda section of the [rdco.com](http://rdco.com) website. When available, a link to the Video recording will be posted in the Past Meetings section for the individual meeting date. Links at [rdco.com/agenda](http://rdco.com/agenda)



## April is Community Clean-up Month

Things might look a bit different this year, but we can still make a positive impact and make a difference.

[Volunteer to pick up litter during Community Clean-up Month](#)

Please follow all public health guidelines, keep to your current bubble and wear a mask.

We supply the bags and collect them when you're done!

Register by calling the Waste Reduction Office at 250-469-6250

## Yard Waste Collection is back on!



Pick up  
every  
2 weeks

March 1 to the end  
of December

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



Please check your cart to  
ensure it's only yard waste,  
no plastic or foreign matter.

Accepted Items:

Leaves  
Branches  
Prunings  
Needles  
Grass Clippings  
Fruit Droppings  
Size limitations apply

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

For copies of this publication or more information contact



## INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Mark Roberts, Special Projects Manager

File No: City Hall

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

The Integrated Project Team have continue to have regular updates with staff and the rest of the design, construction management, sub consultant and skatepark design teams to achieve the following:

#### Skatepark Update

- Prequalification of qualified contractors for construction of the skatepark closed in mid-March. Two submissions were received by skatepark contractors who have the necessary experience and expertise to complete this type of construction.
- Public consultation for the preliminary design of skatepark will run from April 6 through April 18, and will inform the final design of the park.
- Construction of the skatepark is anticipated to start later this spring.

#### City Hall Update

- Staff have continued to work with the Design Team to develop the building massing and site plans that work within the constraints of the site, capitalize on the opportunities and compliment the surrounding amenities for consideration of Council in the coming weeks and months.
- Staff engaged with Westbank First Nation and a 3<sup>rd</sup> party consultant who completed an Archeological Overview Assessment and Preliminary Field Reconnaissance.

- The Design and Construction Management Teams have been reaching out the various different manufacturers within the market to discuss availability, price, and viability of various different structural elements of the building. This will help inform Council when selecting different types of major construction materials for City Hall.
  - Generally speaking, the building is starting to take shape, where the City will occupy approx. 30,000 sq.ft. and the Okanagan Regional Library approx. 15,000 sq.ft.
  - Based on the structural loads within the shape of the building, it is proposed to be approx. 18m wide, with an entrance and elevator shaft on the east and west sides respectively.
  - The Okanagan Regional Library will be located on the ground level, with Council Chambers and the lobby on the main level. Staff, administration and day to day operations are proposed on the upper floors.
- The design team are approaching a completed utility servicing design, and anticipate releasing this Tender Package to the market this spring.
- Bird Stuart Olson have been completing ongoing market analyses from different suppliers and manufacturers to help determine the availability, pricing, viability etc., of different design and construction materials.
- As the design team works through the detail, 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.
March 9, 2021	Information Only Report	N/A
February 9, 2021	<b>THAT</b> 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.	C078/21
<u>CARRIED UNANIMOUSLY</u>		
January 26, 2021	<b>THAT</b> Council award the City Hall/Library Building Design Services contract in the total amount of \$953,120 (excluding GST) to Johnston Davidson Architecture.	C066/21

CARRIED UNANIMOUSLY

October 6, 2020	<b>THAT</b> Council adopt the “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020.”	C246/20
--------------------	---	---------

CARRIED UNANIMOUSLY

February 11, 2020	<b>THAT</b> Council give first, second and third reading to “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020”.	C051/20
----------------------	---	---------

CARRIED UNANIMOUSLY

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒



## INFORMATION ONLY COUNCIL REPORT

To: Mayor and Council

Date: April 20, 2021

From: Paul Gipps, CAO

Subject: **2021 Department Statistics – 1st Quarter**

---

### BACKGROUND

The attached reports from the various departments are intended to give a glimpse at our operations during the 1<sup>st</sup> quarter of 2021.

### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

### Attachments:

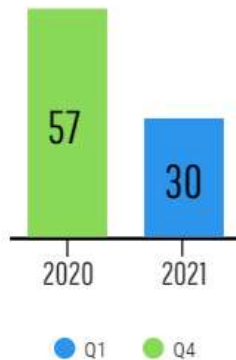
1. West Kelowna Fire Rescue
2. RCMP
3. Development Services
4. Finance & Recreation
5. Engineering & Public Works
6. Human Resources



# West Kelowna Fire Rescue 2021 Q1

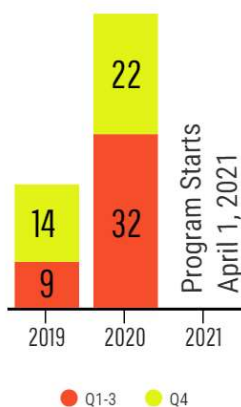


	OVERALL STRENGTH	Career Firefighters	Paid-On Call Firefighters	Admin & Chiefs	Prevention
Q1 2020	88.6	40	40	5.6	3
Q1 2021	83	40	35	5	3



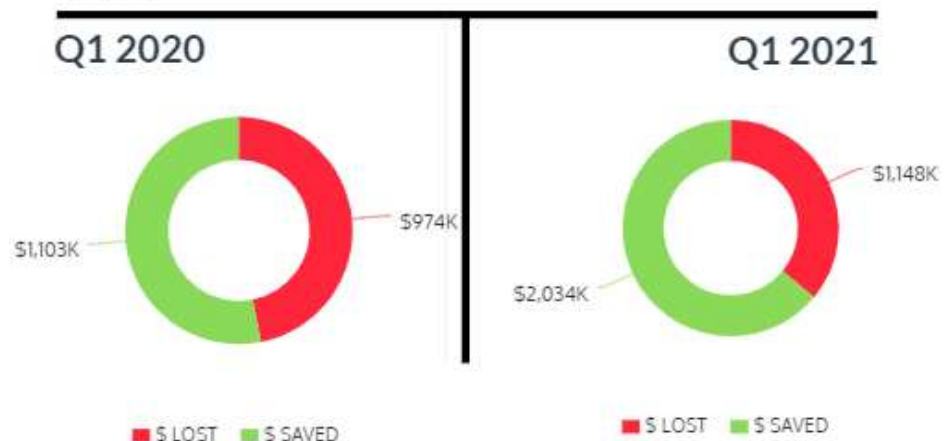
## Burning Permits

Due to provincial COVID restrictions, no permits were issued Spring 2020

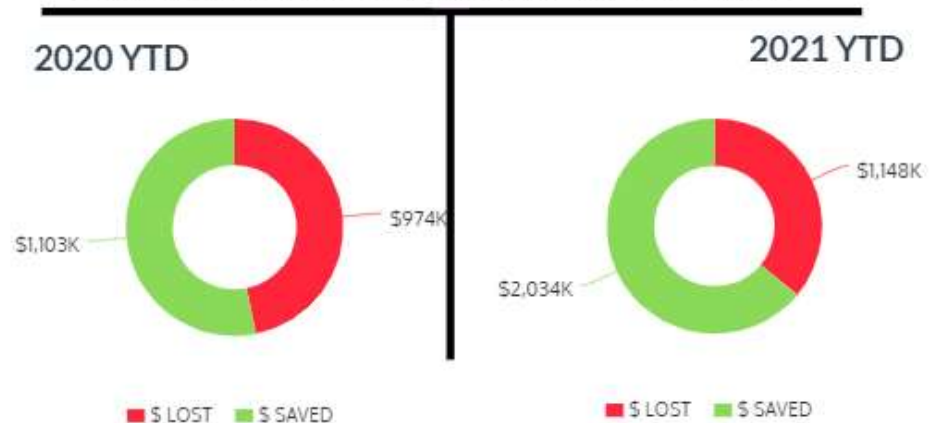


## FireSmart Grants

## \$\$\$ Lost & Saved

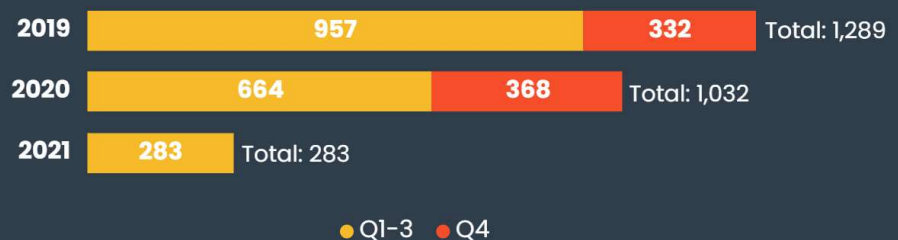


Dollars lost represents the value of property damaged due to fire events, while dollars saved represents the property value undamaged and saved. This metric is useful to evaluate the effectiveness of fire service.

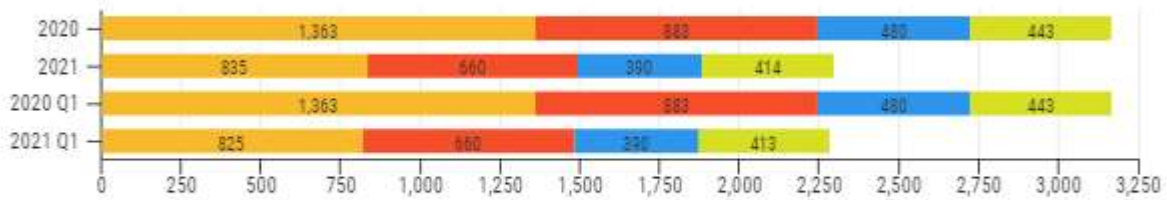


## Fire Inspections Completed

COVID restrictions reduced inspections completed in 2020 and 2021



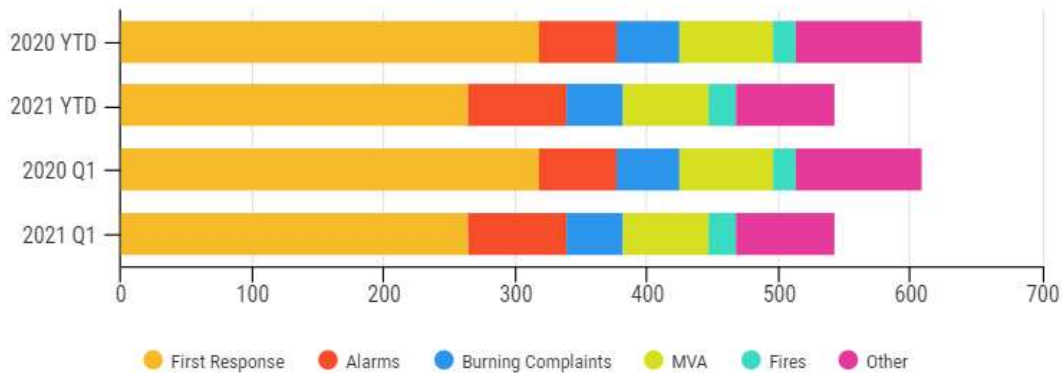
## Activity Hours



● Career Training ● Paid-on-Call Training ● #33 Paid-on-Call Response ● #34 Paid-on-Call Response

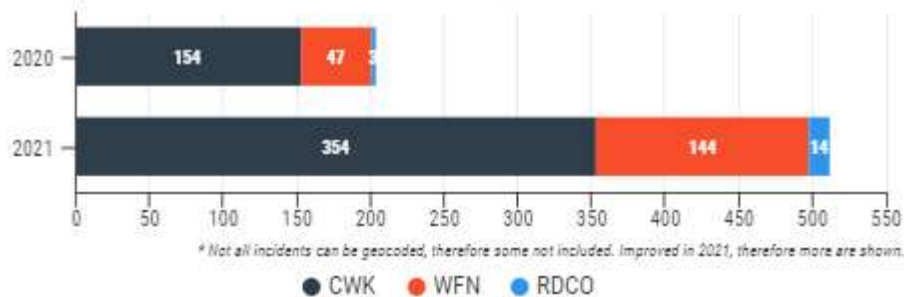
*Impacts of COVID restrictions and safety measures reflected in 2021 Q1*

## Incidents



● First Response ● Alarms ● Burning Complaints ● MVA ● Fires ● Other

## Incident Locations (YTD)



\* Not all incidents can be geocoded, therefore some not included. Improved in 2021, therefore more are shown.

● CWK ● WFN ● RDCO



The City of West Kelowna and Westbank First Nation, in partnership with the Community Resiliency Investment (CRI) Program, is offering funding to help property owners who demonstrate the use of FireSmart principles and initiatives to reduce the risk of wildfire damage to their homes and community.

<https://www.westkelownacity.ca/firesmart>

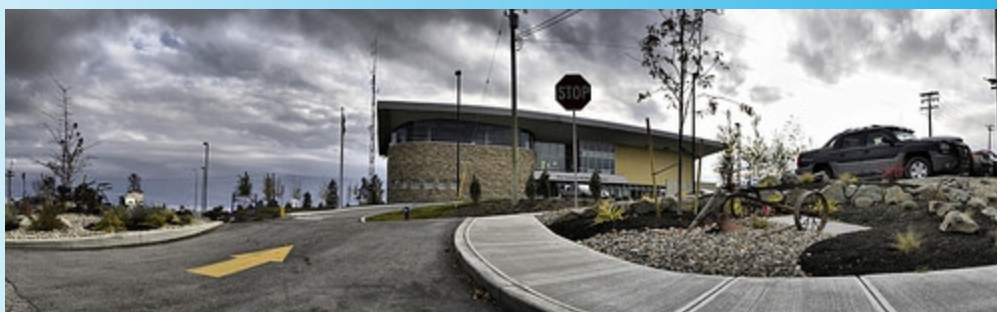


## Chlorine Leak Exercise

In March, an exercise to test the Chlorine Emergency Response Plan at Powers Creek Water Treatment Plant helped Fire and Public Works staff walk through a series of actions needed to safely respond to a potential real-life event.

The Regional HazMat team as well as Emergency Program staff also participated.

# CWK RCMP 2021 Quarterly Crime Stats Jan - Mar

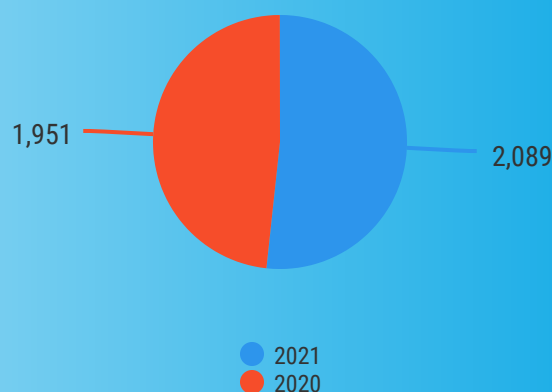


# of RCMP Members	West Kelowna Municipal	Rural	Peachland	Indigenous Policing Services	Reserve Constables
54	30	17	4	3	2

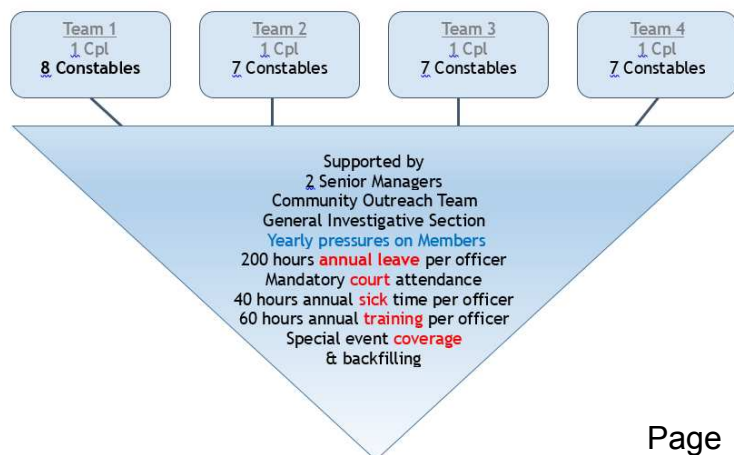
**Community Safety Unit**  
was created in June 2020 and has increased from 2 to **3 Members**, with a focus on Community Priorities.



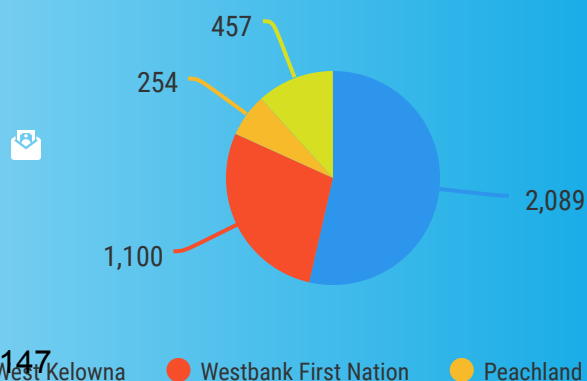
1st quarter Comparison



## FRONTLINE POLICING



File Count Comparison



# **City of West Kelowna RCMP Priorities 2020**

1. Road Safety

2. Crime Reduction

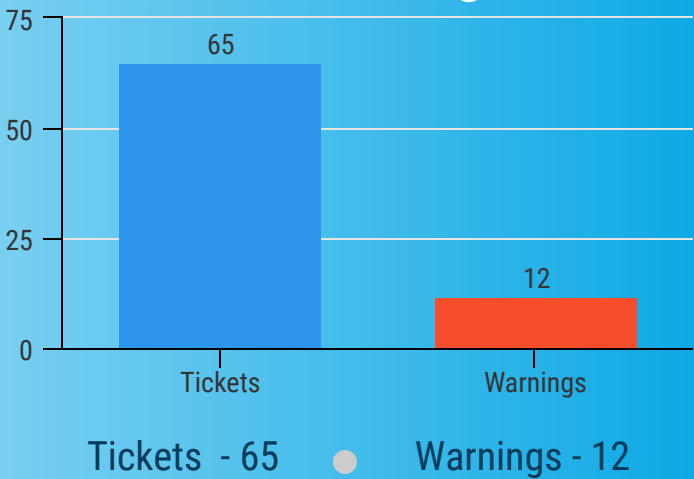
3. Violence in Relationships

4. Police/Community Relations

# Road Safety



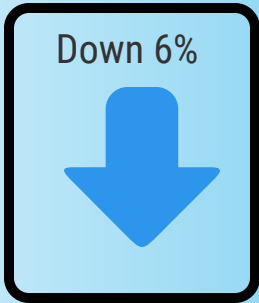
Tickets and Warnings Issued



# Crime Reduction

B&E Business

B&E Residential



Curfew Checks - 146

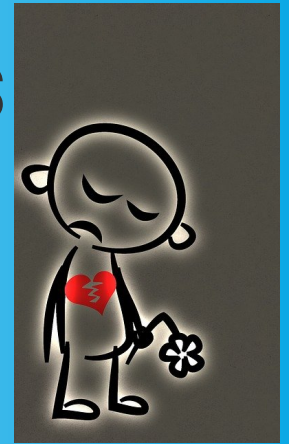




# Violence in Relationships

Domestic calls for service = 79

- includes verbal disputes, assaults and calls related to domestic situations. ie harassment, mischief, and stalking.



## Police/Community Relations

Cst. Sherri Lund - School Resource Officer

Participation with 11 schools

Presentation to thousands of children including: Stranger Danger, Halloween safety, Internet Safety, Cyber Bullying, DARE, etc.

Lunch With The Law (continuing safely during Covid19)



Roy Morgan - RDCO Crime Prevention

38 Volunteers in various programs  
(scaled back during Covid19)



West Kelowna RCMP is a proud member of the  
Greater Westside HUB Situation Table. **58**  
active members and **22** Agencies work together  
to provide access to services. **45** people and  
families have been helped since its  
implementation fall 2019.

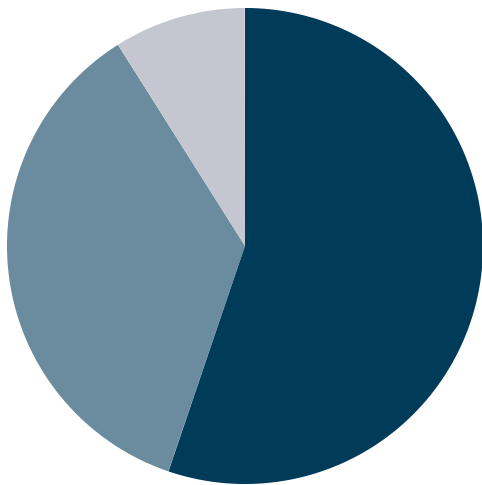
## City of West Kelowna - RCMP Q1 2021 Statistics

Statistics of Note	Jan-Mar 2021	Oct-Dec 2020	Percent of Change	Jan-Mar 2020
<b>Total Calls for Service</b>	2089	2160	-3%	1951
Homicides	0	0	0%	0
Attempt Murders	0	0	0%	0
Violent Offences	183	166	10%	151
Property Offences	310	383	-19%	353
Robbery	1	0	100%	1
Assault w/Weapon or CBH	7	7	0%	9
Uttering Threats/Harassment	30	38	-21%	26
Common Assault	60	49	22%	35
Violence in Relationship Charges	18	73	-75%	60
Sexual Assaults	3	7	-57%	2
B & E (Business)	23	31	-26%	21
B & E (Residential)	16	11	45%	17
Stolen Vehicles	27	37	-27%	22
Theft from Auto	64	105	-39%	127
Drug Investigations	19	16	19%	15
Disturbing the Peace/Cause a Disturbance	60	81	-26%	47
Noise Bylaws	51	66	-23%	33
Motor Vehicle Incidents	12	26	-54%	21
MVA - Fatal	0	0	0%	0
MVA - Injury	2	5	-60%	3
MVA - Non Injury	10	24	-58%	18
Immediate Roadside Prohibitions	8	6	33%	6
Traffic VT's Issued	65	93	-30%	95
Traffic Warnings Issued	12	17	-29%	60
24 Hour Driving Suspensions - Drugs	9	1	800%	6
Liquor Act	10	14	-29%	15
Sudden Deaths	14	14	0%	8
Missing Persons	13	12	8%	12
Frauds	36	57	-37%	54
False Alarms	65	69	-6%	80
Mental Health Files	71	64	11%	68
Dropped 911 Calls (False/Abandoned)	54	44	23%	120
Other Jurisdictions Calls for Service				
District Of Peachland	254	279	-9%	236
Westbank First Nations	1100	1026	7%	935
Outside Rural Area	457	420	9%	456

# Development Feedback

## Survey Results from May 2020 to March 2021

### Total Responses by Department



Building (37)  
Planning (24)  
Development Engineering (6)



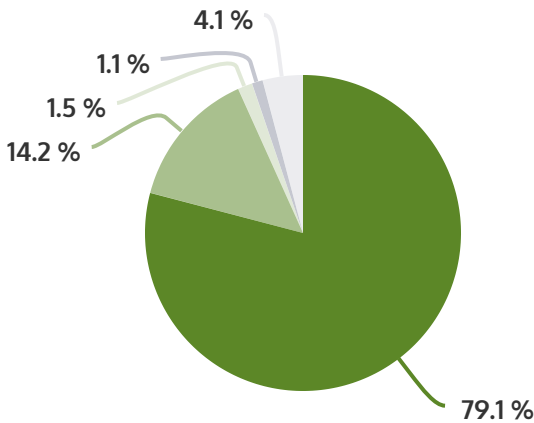
Total Survey's completed = 67

"I had a wonderful experience with 2 staff members. I said previously that sometimes the right people do not hear the positive feedback. It is often only the negatives that are reiterated. My hat goes off to these two. Thank you for your help."

"The staff member was very prompt and thorough in their response to my request for assistance."

"The staff member was really helpful and polite in answering my questions. Appreciate their help."

### Total Survey Responses to Each Question



Strongly Agree (212)  
Agree (38)  
Neither Agree nor Disagree (4)  
Disagree (3)  
Strongly Disagree (11)

"I was looking to purchase a home in West Kelowna and the people whom I communicated with were fantastic and informative."

"I have not had service that good in a very long time, this staff member was amazing. They truly made my day."

"This staff member has been very attentive throughout the entire building permit process."



# Development Feedback

---



91%

Staff were pleasant, professional and happy to assist

---

96%

Staff responded to your inquiry in a timely manner

---



91%

Staff were able to answer my questions and address any concerns I had

---

92%

Staff were able to clearly provide information about any applicable City process

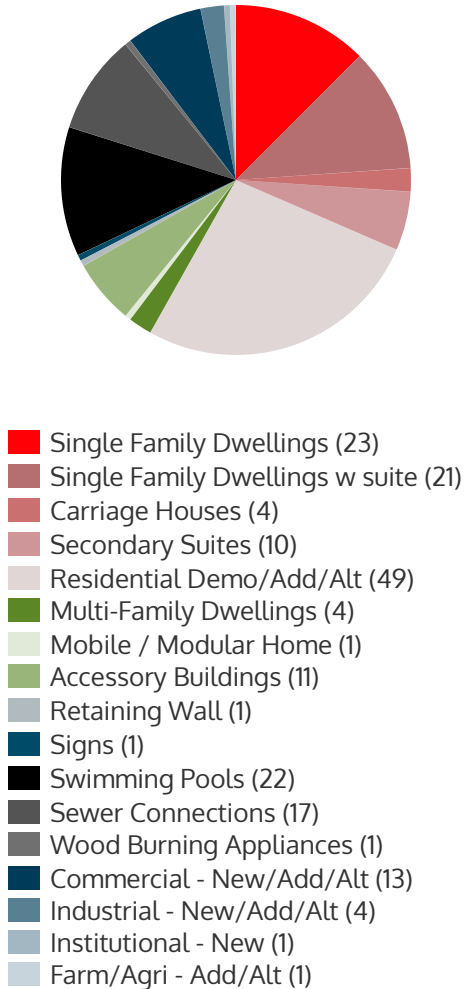
---



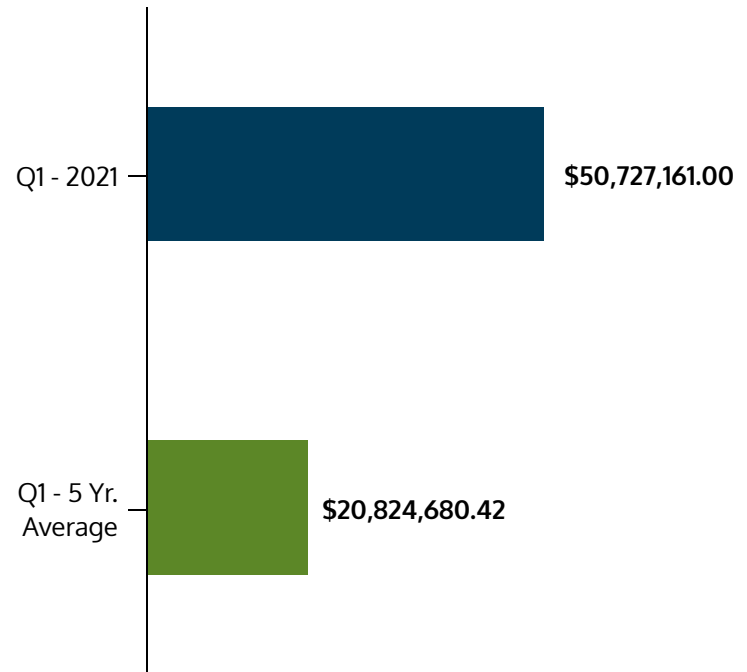
# Development Services Q1 - 2021

## Building

### Building Permit Types (Q1 2021)



### Construction Value (\$)

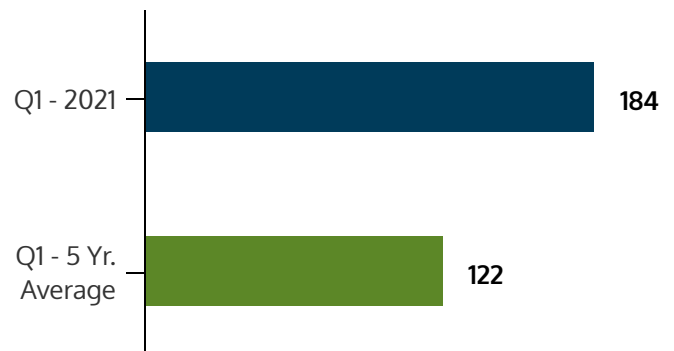


- 2021 Q1 processed permits totalling over \$50,000.00 in construction value. This is the highest volume in CWK history.
- No significant decreases due to the pandemic shut downs.

### Inspections



### Building Permits

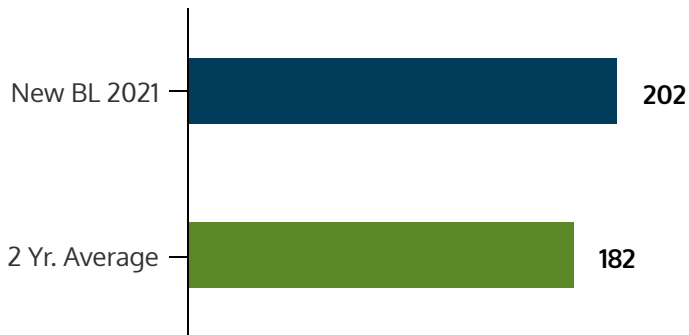


- Increase in building permits for Single Family Dwellings (SFD) and SFD's with suite. SFD's are on the rise compared to the last few years.
- Inspection and building permits are being done at very high levels.

# Development Services Q1 - 2021

## Business Licensing & Bylaw

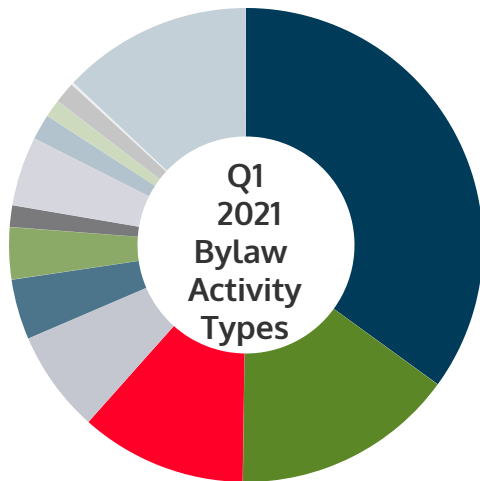
### New Business Licenses



### Total Business Licenses

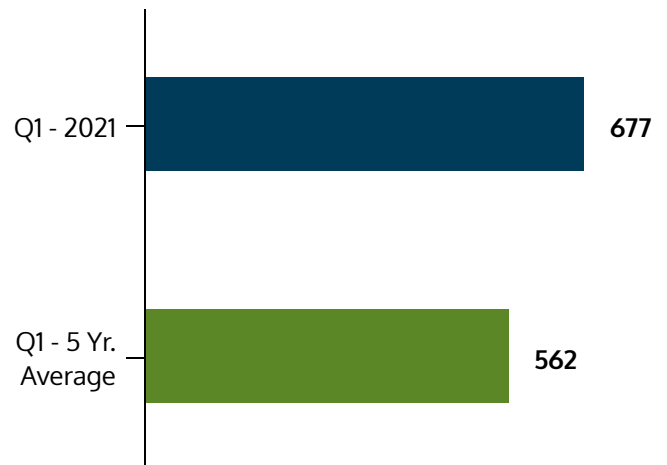


- Business licensing is anticipated to increase with the implementation of short term rentals.



- Proactive Inspections (237)
- Traffic Bylaw (103)
- Public Health Orders (77)
- Good Neighbour (47)
- Parks and Public Spaces (28)
- Zoning (24)
- Other (10)
- Secondary Suites (32)
- Business Licensing (12)
- Solid Waste/Illegal Dumping/Bears & Bins (8)
- Building Regulation (10)
- Signs (1)
- Assist Other CWK Dept. (88)

### Bylaw Activities

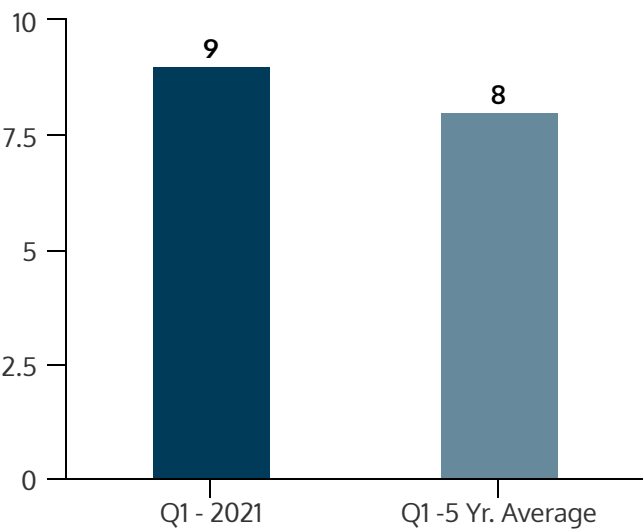


- Public Health Orders Bylaw Activity includes complaints and pro-active inspections of Businesses, Parks, & Trails.
- Pro-Active Inspections Bylaw Activity includes patrols of Parks, beaches, transit stations, skateboard park, Lions Hall, shelter area etc.
- Good Neighbour Bylaw Activity includes, unsightly premises and noise complaints.
- Despite COVID-19 overall work load has not decreased.

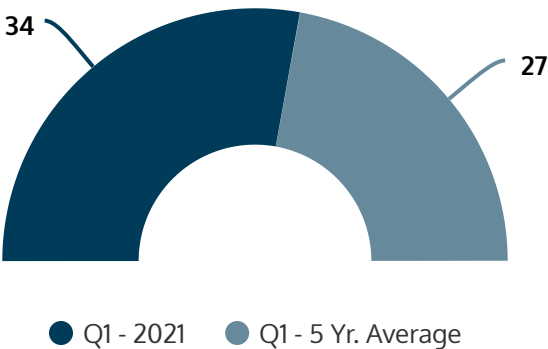
# Development Services Q1 - 2021

## Development Engineering & Planning

Subdivision Applications

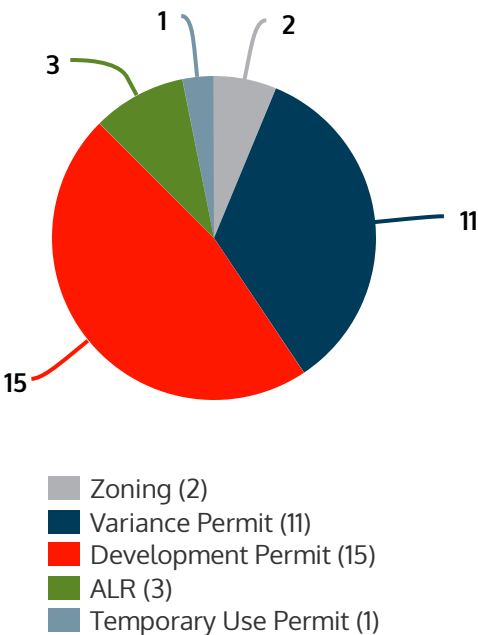


New Lots Created

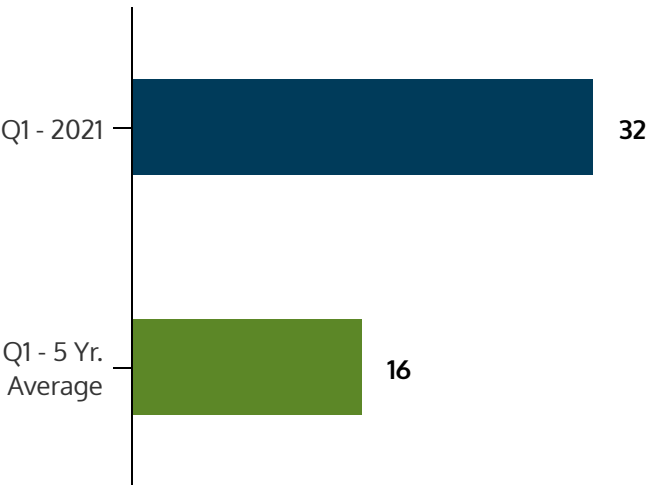


- 1 - lot line adjustment
- 1 - infill subdivision, with 1 lot proposed
- 6- large greenfield subdivisions, with a total of 276 lots proposed
- 1 - phased strata

Planning Application Types (Q1 2021)



Planning Applications

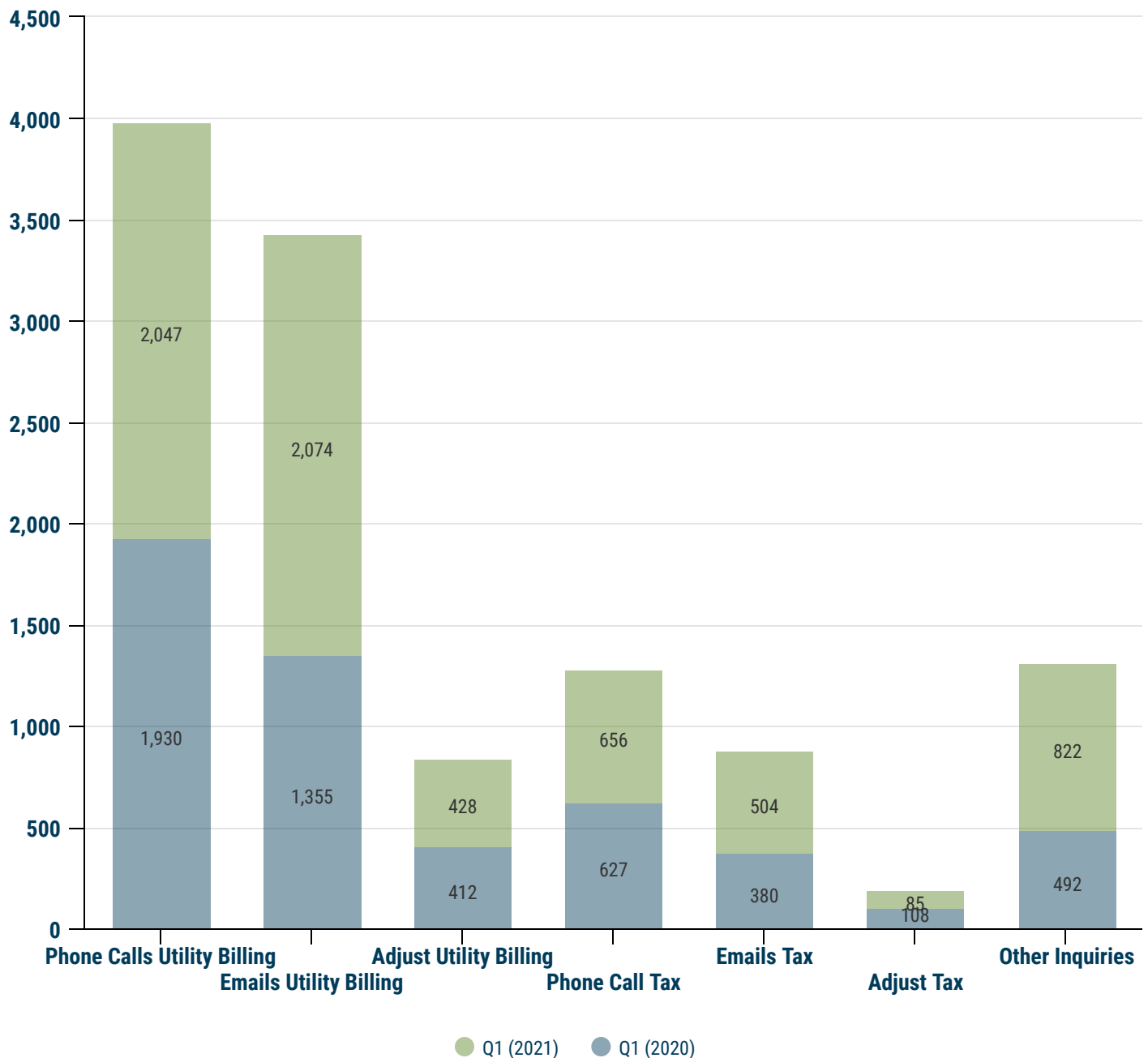


- Planning applications have increased compared to Q1 of previous years.
- Development Permits remain the leading application type, followed by Development Variance Permits.

\* Q1 2021 is compared to an average of Q1 2016 to 2020

# Finance Department - Q1 2021

## Department Statistics (January to March)



Operational areas of Finance featuring tax and utility billing issues dealt with and resolved by telephone or email by Quarter.

# Finance Department - Q1 2021

---

## Accounts Payable

	Q1 - 2021	Q1 - 2020
No. of Cheques Issued	294	401
Total Amount	\$1,127,270.41	\$2,051,455.00
EFTs	660	601
Total Amount	\$13,112,676.76	\$9,001,209.00

## Accounts Receivable

	Q1 - 2021	Q1 - 2020
Cheques	111	126
Total Amount	\$472,521.20	\$464,904.00

## Purchasing

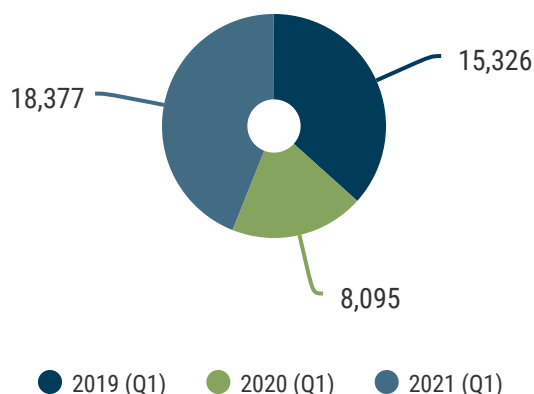
	Q1 - 2021	Q1 - 2020
No. of Purchase Orders Issued	232	90
Total Amount	\$14,134,591.66	\$9,974,689.00

# Recreation and Facilities - Q1 2021

## Recreation

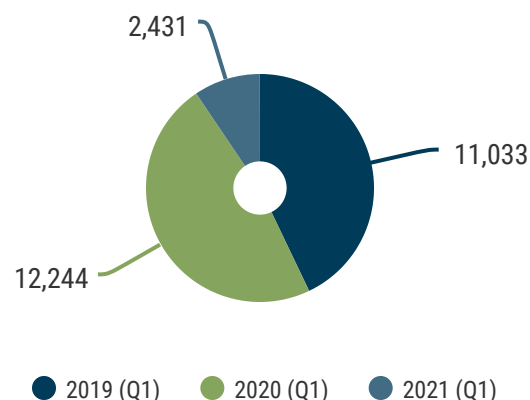
Please note: COVID-19 restrictions began March 18, 2020

### Children Programs



\* In 2020, No spring camps offered due to COVID  
 \* In 2021, Children programs are thriving thanks to safe start guidelines.

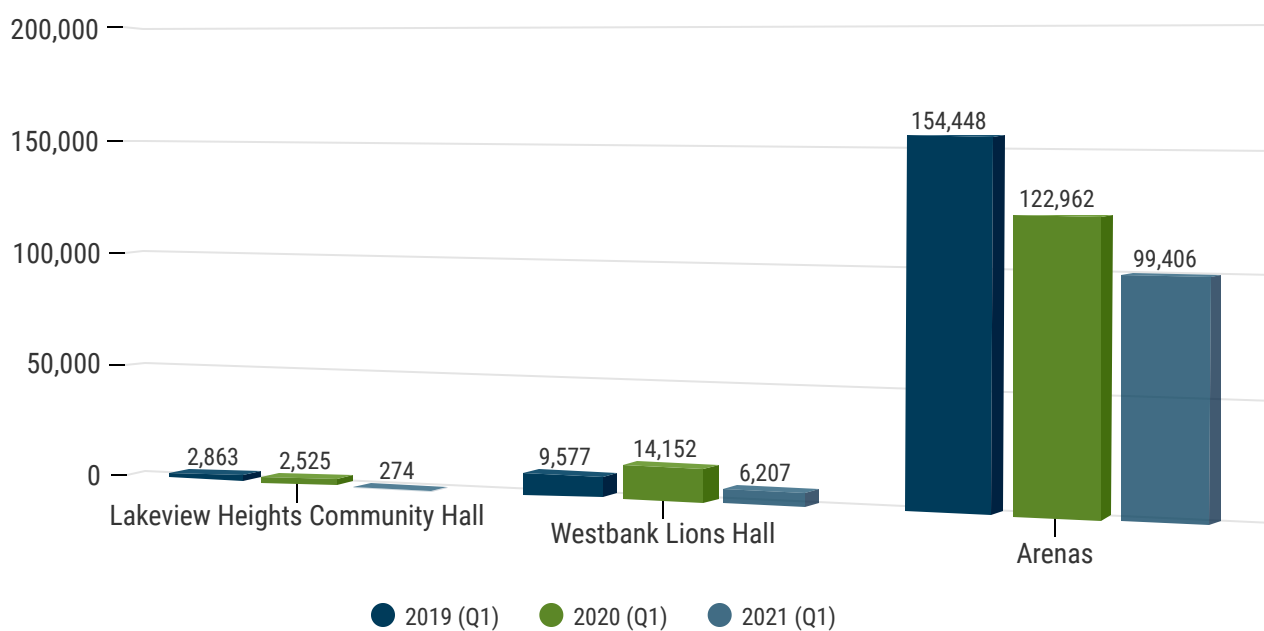
### Adult Programs



\* Most adult programs to date in 2021 are cancelled due to COVID

## Facilities

### Rental Revenue (\$)

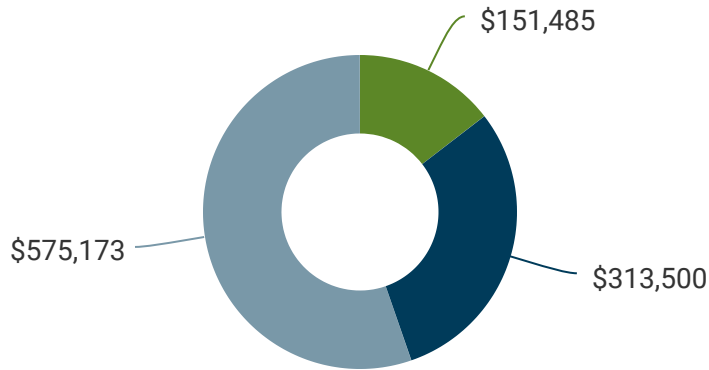


\* Under the Provincial Health Order requirements arenas saw reduced revenue due to additional time needed between user groups (30 minutes required from 15 minutes).

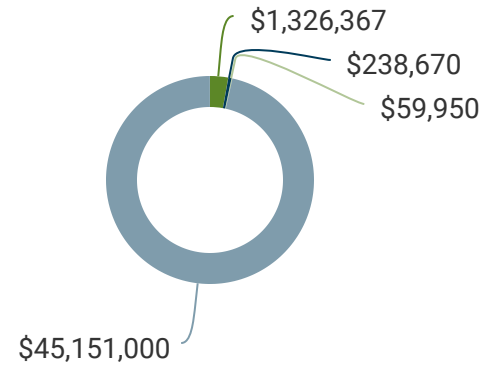
# Engineering and Public Works

## Q1 - 2021

### 2021 Infrastructure Investments



### 2021 Awarded Contract Values



● Mclver Road 
 ● Rose Valley Water Treatment Plant 
 ● Glenrosa Road

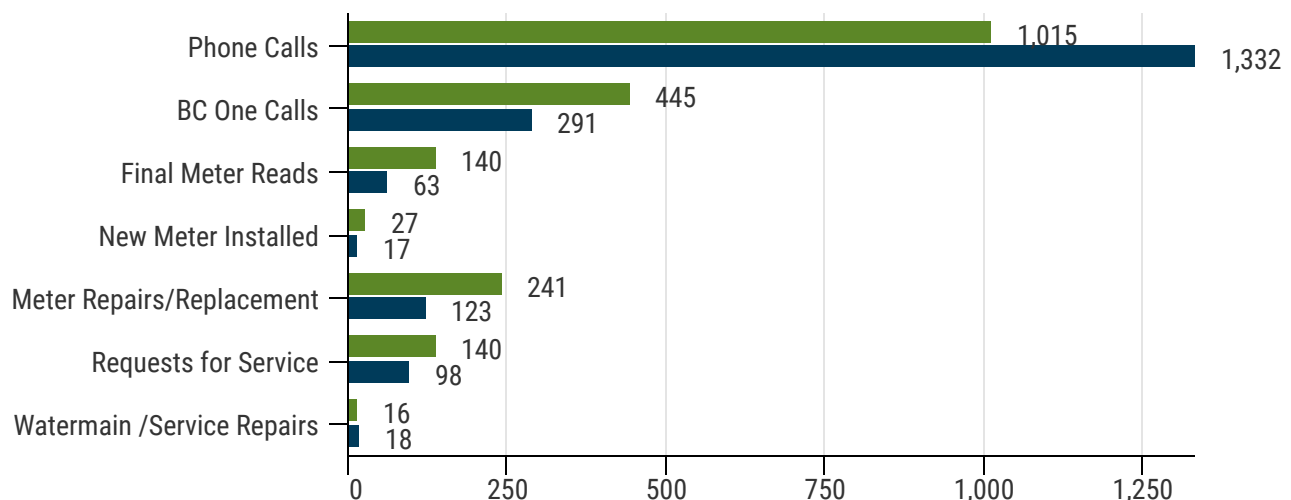
● Gellatly Rd Roundabout 
 ● Transportation Master Plan 
 ● Road Rehab Design 
 ● Rose Valley Water Treatment Plant



**30% Rose Valley Transmission Mains**  
**25% Stevens Road Lift Station**  
**65% Shannon Lake/Bartley/Stevens Roundabout**

## Water and Sewer Utilities

### Utilities Service Calls

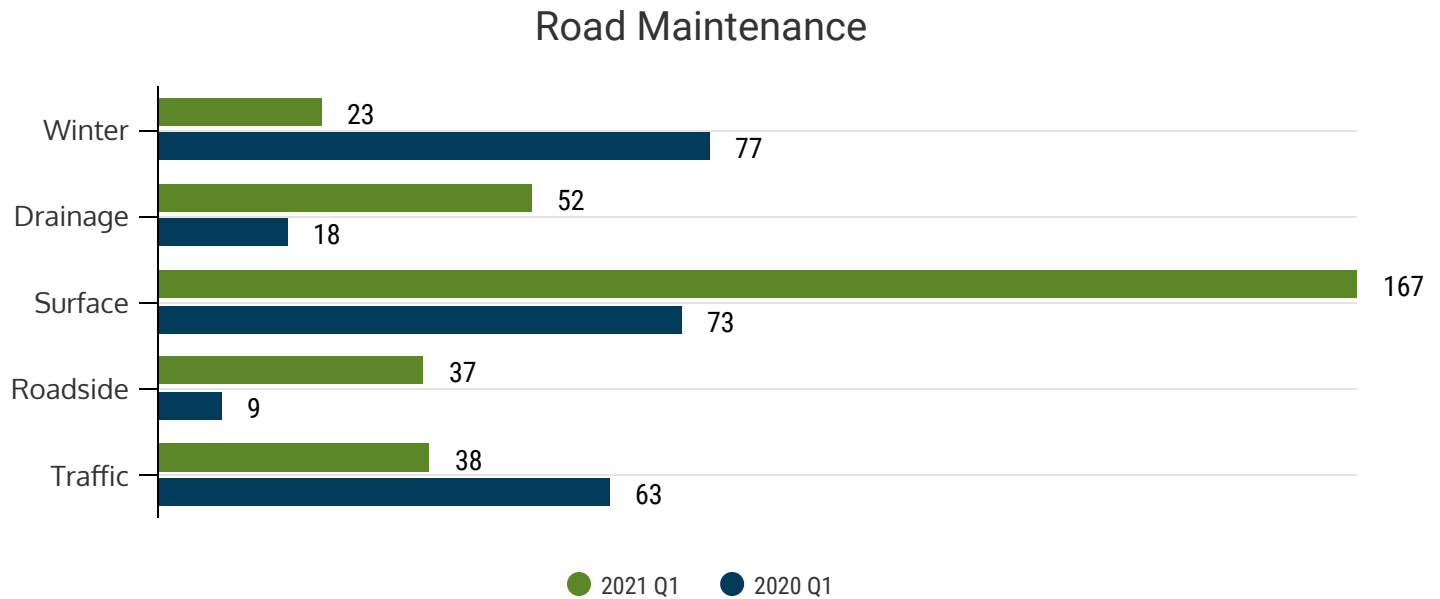




# Engineering and Public Works

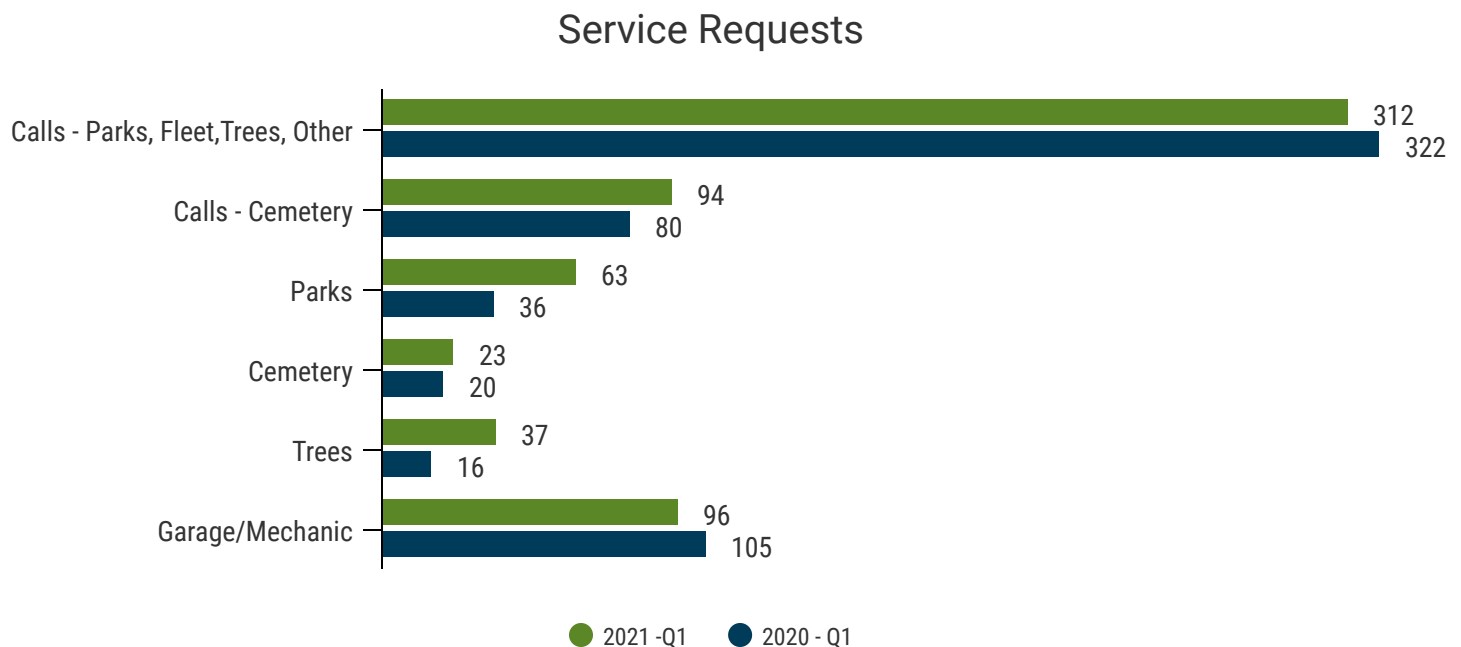
## Q1 - 2021

### Roads and Drainage



\* Winter 2021 was milder than 2020

### Parks & Fleet



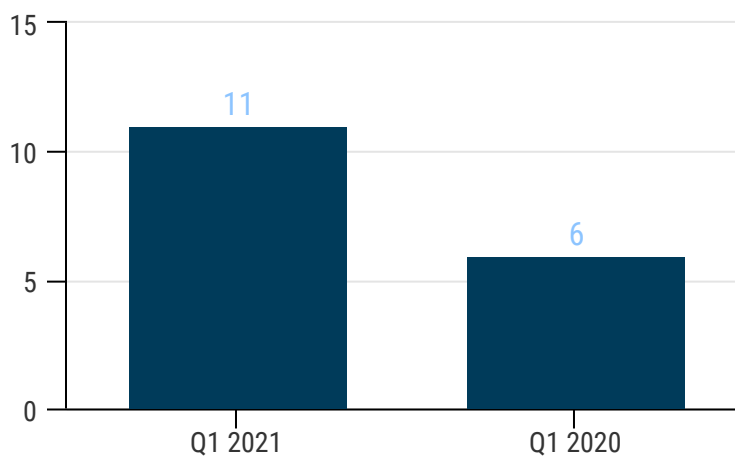
# Human Resources Q1 - 2021

## Employee Head Count



City of West Kelowna  
Employees Q1: 254

## Vacancies Filled



## Staff Safety During Unprecedented Pandemic - COVID-19

- Critical Incident team continues to meet frequently to ensure CWK follows Provincial Health Authorities to ensure we continue to provide an ongoing safe work environment for all staff.



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Warren Everton, Director of Finance/CFO

Bylaw No. 0284

Subject: **Adoption of the 2021-2025 Financial Plan**

---

### RECOMMENDATION

**THAT** Council adopt the “City of West Kelowna Financial Plan Bylaw 0284, 2020” with the tax increase set at 4.05%, which will result in a tax requisition of \$36,559,184.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

#### LEGISLATIVE REQUIREMENTS:

In accordance with section 165 of the *Community Charter*, a municipality must have a five-year financial plan adopted by Council on an annual basis before May 15th of each year. West Kelowna develops a five-year Operating Plan and a ten-year Capital Plan as part of the annual financial planning process. The City’s plan consolidates revenues and expenses and ultimately determines the tax requisition and rates for the current year. It is important to note that the financial plan may be amended at any time throughout the year but once taxes are collected, any amendments must be funded with the current year’s cash structure.

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

#### Operating Plan

During the April 6<sup>th</sup> Council meeting, Financial Plan Bylaw 0284, 2020 was read a third time setting the tax increase at 4.05% after originally starting at 4.75% at first reading and then lowering that to 4.05% at second reading when the non-market assessment growth

came in 0.7% higher than originally projected (2.2% vs 1.5% projected). The breakdown of the total tax and rate increase is as follows:

	Approved 2020	Forecast 2021
Growth (Actual 2020 and Projected)	1.44%	2.20%
Previous Year Taxes	33,009,059	34,408,643
Growth	475,330	756,990
Budget Increase	924,254	1,049,464
Infrastructure Allocation	0	344,086
<b>Current Taxes</b>	<b>\$ 34,408,643</b>	<b>\$ 36,559,184</b>
Total Increase	4.24%	6.25%
Less Growth (from completed roll)	1.44%	2.20%
<b>Net Tax Increase</b>	<b>2.80%</b>	<b>4.05%</b>

Updated Growth projection of 2.2% generates over 756k

Total increase over 2020 covered by the 2020 assessment base or just under 1.4 million. This equates to the net tax increase of 4.05%

The tax total of \$36,559,184 is \$2,149,540 greater than the 2020 total of \$34,408,643, which equates to a 6.25% increase. Adjusting for assessment growth of 2.2% that tax percentage increase drops to 4.05% including the 1% infrastructure levy. Assessment growth enables the total tax to be spread out over a larger base than what the City had in the previous year. Looking at the base increase before the infrastructure levy the rate actually nets out to 3.05% for the 2021 tax year, which is marginally above the 2.8% increase approved in 2020. The subsequent years 2022 to 2025 listed in Schedule A contain a similar calculation with a net tax increase of 4.5% in each of the remaining years including the levy for a total increase of 22.05% over the five-year financial plan. It is important to note that the years 2022-2025 are to be re-evaluated in the next budget season and are always subject to Council's approval each year.

### Capital Plan

The total Capital budget for 2021 has remained at \$35.6 million since second reading of the budget. It includes \$12.2 million funded from reserves, \$4.2 million funded from DCCs and \$19.2 million allocated to debt. A total of \$9,154,215 in capital projects received early approval during first and second readings of the budget bylaw. This included \$3.3 million in roads projects, \$1.2 million for pedestrian improvement projects, \$1.4 million in equipment, \$2 million for the City Hall concept plan, tender drawings and consulting as well as just over \$1 million for replacement of the Fire Department's self-contained breathing apparatus inventory.

### Public Engagement

The OURWK.ca engagement website now houses Council's Strategic Priorities, Financial Plan documents, storyboards, videos and "What We Heard" report. The City concluded its two-week budget engagement period at the end of February and heard a broad range of comments, questions and concerns through email, feedback forms and live video conferencing sessions.

## COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
December 10, 2020	<b>THAT</b> 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  <b>THAT</b> Council give first reading to City of West Kelowna 2021-2025 Financial Plan Bylaw No 0284, 2020.	<b>Bylaw 0284, 2020</b>
January 19, 2021	<b>THAT</b> 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  <b>THAT</b> Council give second reading to City of West Kelowna 2021-2025 Financial Plan Bylaw No 0284, 2020.	<b>Bylaw 0284, 2020</b>
April 6, 2021	<b>THAT</b> Council consider the feedback information from the public engagement process held between February 16 <sup>th</sup> and 25 <sup>th</sup> , 2021; and  <b>THAT</b> Council give 3 <sup>rd</sup> reading to the "City of West Kelowna Financial Plan Bylaw 0284, 2020, with the tax increase set at 4.05%	<b>Bylaw 0284, 2020</b>

### Alternate Motion:

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

**THAT** Council rescind third reading; and

**THAT** Council re-read third reading as amended.

**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

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 10<sup>TH</sup> DAY OF DECEMBER, 2020  
READ A SECOND TIME THIS 19<sup>TH</sup> DAY OF JANUARY, 2021  
READ A THIRD TIME THIS 6<sup>TH</sup> DAY OF APRIL, 2021  
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	35,474,337	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	2,676,617	2,756,124	2,921,491	1,786,663	1,893,863
Capital Funding Sources	18,223,737	35,595,056	59,935,831	12,994,197	19,752,160	18,548,892
Sub-total	92,935,175	113,608,337	142,141,234	100,122,372	110,788,210	115,037,265
Collections for Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,500
<b>TOTAL REVENUES</b>	<b>\$ 114,865,475</b>	<b>\$ 135,538,637</b>	<b>\$ 165,387,352</b>	<b>\$ 124,763,257</b>	<b>\$ 136,907,549</b>	<b>\$ 142,723,765</b>

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
<b>Operating Expenditures</b>						
General Government Services	8,854,572	9,503,175	9,754,936	10,321,736	10,921,605	11,556,502
Protective Services	15,779,302	16,517,168	17,300,995	18,339,056	19,439,400	20,605,764
Engineering and Transportation Services	7,865,914	8,137,042	8,405,893	8,910,247	9,444,863	10,011,556
Water, Sewer, Solid Waste & Recycling	15,182,299	15,879,841	16,673,631	17,674,051	18,734,486	19,858,560
Storm Sewer Utility	348,998	400,444	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	4,308,741	4,488,454	4,757,762	5,043,227	5,345,823
Recreation & Cultural Services	8,322,473	8,482,111	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	-	-	-	-	-	-
<b>Transfer to Reserves:</b>						
General Capital	8,419,356	8,760,743	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	-	149,868	1,101,699	1,186,299	403,500	448,106
<b>Total Operating Expenditures</b>	<b>74,711,438</b>	<b>78,013,281</b>	<b>82,205,403</b>	<b>87,128,175</b>	<b>91,036,050</b>	<b>96,488,372</b>
<b>Capital Expenditures</b>						
General Government Services	631,286	711,875	484,084	1,176,279	431,462	680,312
Protective Services	1,376,130	1,162,000	1,260,000	390,600	1,443,400	276,000
Transportation Services	9,700,716	9,091,700	3,080,000	4,615,000	3,495,000	8,380,000
Environmental Health Services (water Sewer, Cemetery)	2,578,205	19,298,981	14,514,483	4,595,118	12,235,073	1,288,073
Public Health Services	-	-	-	-	-	-
Recreation & Cultural Services	3,437,400	4,160,500	39,777,264	1,669,200	1,559,925	7,175,507
Storm Sewer	500,000	1,170,000	820,000	548,000	587,300	749,000
Total Capital Expenditures	18,223,737	35,595,056	59,935,831	12,994,197	19,752,160	18,548,892
Transfers to Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,501
<b>TOTAL EXPENDITURES</b>	<b>\$ 114,865,475</b>	<b>\$ 135,538,637</b>	<b>\$ 165,387,352</b>	<b>\$ 124,763,257</b>	<b>\$ 136,907,549</b>	<b>\$ 142,723,765</b>



## 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.



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Warren Everton, Director of Finance/CFO

Subject: **2021 Tax Rate Bylaw No. 0288, 2021**

---

### RECOMMENDATION

**THAT** Council adopt the tax multiplier schedule as presented; and,

**THAT** Council give first, second and third reading to “City of West Kelowna Tax Rates Bylaw No. 0288, 2021”.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

#### LEGISLATIVE REQUIREMENTS:

The *Community Charter* section 197 requires that Council impose property taxes for the year by bylaw after the approval of the financial plan and prior to May 15th. Pursuant to Section 235 of the *Community Charter*, Council may use the General Collection Scheme or Alternative Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by the bylaw.

As per Bylaw 0288, the due date for 2021 will be 4:30 pm July 2nd and the penalties for payments made after that date will be 10% for outstanding amounts on July 3<sup>rd</sup>, 2021.

### DISCUSSION

#### Tax due Date and Penalty Date:

For the 2021 tax year, the tax rate bylaw has been written in the traditional sense under the Charter’s General Tax Collection Scheme with the penalty date for all classes set as July 3<sup>rd</sup>, 2021 for unpaid amounts as of 4:30 pm on July 2<sup>nd</sup>, 2021. As you may remember back in April of 2020 the Province provided relief for business and commercial Classes 4, 5, 6, 7 and 8. The changes to these classes focused on the tax due date remaining as

July 2<sup>nd</sup>, 2020 but with the 10% penalty on unpaid balances delayed to October 1<sup>st</sup>, 2020. In light of the COVID-19 outbreak and the ongoing uncertainty at the time, Council decided to provide the same relief to all classes including Class 1 Residential. Staff had researched best practices with respect to this Alternative Tax Collection Scheme covered under section 235 of the *Community Charter*, which said that changes could be made to the tax due date and penalty dates from what was mandated under the General Tax Collection Scheme. The result of the change was an extended period of tax collection from July 2<sup>nd</sup> to September 30<sup>th</sup>. Concerns over cash flow were raised but had a minimal effect on the City with over 80% collected as of July 2<sup>nd</sup> and most of the balance (upwards of 96%) collected by the October 1<sup>st</sup> penalty date. It was apparent early on that most taxpayers would pay on time with very few ending up in a default position.

### Cash Flow

The City is highly reliant but not completely reliant on tax collection as it has a number of non-tax cash streams including utility billing that continue through the fiscal year. The variable that most affects cash in any given year is the number, value and timing of capital projects. These are mitigated to a certain extent by the funding model which may include reserves, grants and borrowing all of which can be drawn upon concurrently through the progression of the projects. In the meantime, before tax collection, staff continue to work through cash projection modelling and tracking to determine when or if funds are required under the Revenue Anticipation Borrowing Bylaw. To date in 2021 the City has been managing cash without drawing on these funds and if at any point the situation were to change and the funds were required staff would be sure to alert Council.

### *Tax Multiplier Schedule and Comparison (Unchanged from 2020):*

Multipliers	West Kelowna	Westbank First Nation	Kelowna	Vernon	Penticton	Mission
Class 1 - Residential	1.00	1.00	1.00	1.00	1.00	1.00
Class 2 - Utilities	11.24	8.60	5.55	10.72	7.24	11.88
Class 3 - Supportive Housing	1.00	0.00	1.00	1.00	1.00	1.00
Class 4 - Major Industry	3.00	0.00	6.62	3.92	1.65	2.65
Class 5 - Light Industry	2.13	3.47	2.38	3.92	1.65	2.65
Class 6 - Business & Other	2.33	2.56	2.38	2.82	1.75	3.61
Class 7 - Managed Forest	3.00	0.00	0.00	0.24	1.75	3.33
Class 8 - Recreation/Non Profit	1.00	0.00	1.00	1.94	1.29	2.82
Class 9 - Farm	1.00	0.00	0.15	0.34	3.55	7.00

The City's financial plan sets out the objectives and policies for collection of revenues and includes both the proportion to be generated via property taxation and the distribution of those taxes among the various property classes via multipliers. A comparison of multipliers with the City's neighbours is depicted above showing how West Kelowna fits

in the mix. The result is that City's historical multipliers are very comparable and are second lowest in Class 6 Business & Other.

Tax distribution is also addressed in the Financial Plan Bylaw No. 0284, 2020 and in the City's revenue policy stated as: "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."

Tax multipliers between classes have remained consistent since 2017. They are conservative and reflect West Kelowna's assessment mix, which is weighted heavily to Class 1 Residential. In fact, until 2020 the residential portion had been increasing every year to just under 86% then dropped to 84.8% in 2020. For 2021, the percentage increases slightly by 1/12 of a percent to 84.91% with Class 6 Business dropping about ¼ of a percent to 11.72%. The following table compares the current year's completed assessment roll and tax requisition to the previous year and indicates how the class weighting has shifted back towards residential from some of the commercial classes.

City of West Kelowna Property Tax Comparison by Class							
General 2021 vs 2020							
Property Class	2020 Assessment Value	2020 % Share	2020 Tax Requisition	2021 Assessment Value	2021 % Share	2021 Tax Requisition	Change in %
Class 1 - Residential	9,058,582,920	84.78	27,520,609	9,479,728,184	84.91	29,389,527	0.12
Class 2 - Utilities	3,323,601	0.35	113,494	3,810,801	0.38	132,794	0.03
Class 3 - Supportive Housing	0	0.00	0	0	0	0	0.00
Class 4 - Major Industry	18,519,000	0.52	168,786	18,697,000	0.50	173,896	-0.02
Class 5 - Light Industry	112,174,600	2.24	725,892	122,573,500	2.34	809,481	0.10
Class 6 - Business & Other	548,341,901	11.96	3,881,550	561,630,101	11.72	4,056,981	-0.24
Class 7 - Managed Forest	0	0.00	0	0	0	0	0.00
Class 8 - Recreation/Non Profit	12,594,700	0.12	38,264	12,704,200	0.11	39,386	0.00
Class 9 - Farm	3,610,053	0.03	10,968	3,789,985	0.03	11,750	0.00
	9,757,146,775		32,459,563	10,202,933,771		34,613,815	0.00

The next table represents the tax implications of a 4.05% tax increase on Class 1 Residential properties. It uses average property values in order compare the tax increase in dollars and then represents that as a percentage. The effective change in rate on the average house is just under 0.01% after the indicated assessment shift.

Average Residential Property - General Municipal Taxes				
	2020		2021	Increase/ (Decrease)
Average house	\$640,000		\$655,000	\$15,000
General tax rate (includes library and	3.2205		3.2745	0.0540
Taxes	\$2,061		\$2,145	\$84
Total Increase			4.06%	\$84
Less:				
Budgeted Tax Increase			4.05%	\$83
Difference - Growth in class & assessment shift from/to other classes			0.01%	\$1

**Alternate Motion:**

**THAT** Council adopt the tax multiplier schedule as presented; and,

**THAT** Council amend the tax penalty due date to 10% on outstanding amounts on all tax classes to a date other than July 2<sup>nd</sup>; and,

**THAT** Council give first, second and third reading to “City of West Kelowna Tax Rates Bylaw No. 0288, 2021”.

**REVIEWED BY**

Lisa Siavashi, Financial Services Manager/Deputy CFO

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

**Attachments:**

1. Bylaw No. 0288, 2020 Tax Rate Bylaw
2. Schedule A, 2021 Tax Rates

CITY OF WEST KELOWNA

BYLAW NO. 0288

A BYLAW TO ESTABLISH THE TAX RATES UPON REAL PROPERTY FOR THE CITY OF WEST KELOWNA AND TO PROVIDE FOR THE PAYMENT OF TAXES FOR THE YEAR 2021

---

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*;

AND WHEREAS the Council may, pursuant to Section 235 of the *Community Charter*, use the Alternative Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

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 2021 TAX RATES BYLAW NO. 0288, 2021".

2. Definitions:

"CHIEF FINANCIAL OFFICER" means the person duly appointed by Council, and includes his/her Deputy.

"CITY" means the City of West Kelowna

3. Tax Rate Multiplier

The Multiplier factor used to establish the Tax Rates for general municipal purposes is as follows:

PROPERTY CLASS	CODE	MULTIPLIER
RESIDENTIAL	01	1.00
UTILITIES	02	11.24
SUPPORTIVE HOUSING	03	1.00
MAJOR INDUSTRY	04	3.00
LIGHT INDUSTRY	05	2.13
BUSINESS/OTHER	06	2.33
MANAGED FOREST	07	3.00
REC/NON-PROFIT	08	1.00
FARM	09	1.00



4. Tax Rates for General Municipal Purposes

Tax rates for all lawful general purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes for the City of West Kelowna for 2021.

5. Tax Rates for Regional District of Central Okanagan

Tax rates for the payment of the Regional District of Central Okanagan requisition, excluding tax rates for the SIR requisition under Section 6 as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 384 of the *Local Government Act* and as shown upon the Real Property Tax Roll for the City of West Kelowna for 2021.

6. Tax Rates for Regional District of Central Okanagan SIR Program

Tax rates for the payment of the Regional District of Central Okanagan requisition for the SIR Program, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land according to their assessed value on the basis provided under Section 384 of the *Local Government Act* and as shown upon the Real Property Tax Roll for the City of West Kelowna for 2021.

7. Central Okanagan Regional Hospital District

Tax rates for the payment of the Central Okanagan Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' Page 1 attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the City of West Kelowna for 2021.

8. Tax Rates for General Municipal Purposes – Library

Tax rates for all lawful general purposes, as shown in column 'E' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes – Library for the City of West Kelowna for 2021.

9. Tax Rates for General Municipal Purposes – Sanitary Storm Sewer

Tax rates for all lawful general purposes, as shown in column 'F' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes – Sanitary Storm Sewer for the City of West Kelowna for 2021.

10. Rates and Taxes Payable to the City of West Kelowna

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable to the City of West Kelowna at the City Hall.

11. Alternative Tax Collection Scheme

Under section 235, of the *Community Charter*, Council may use the Alternative Tax Collection Scheme and in doing so must establish the property tax due date and penalty due date(s) for the year. Unless Section 12 applies, the rates and taxes named under this bylaw are due and shall be paid in accordance with sections 4, 5, 6, 7, 8 and 9 of this bylaw on or before 4:30 p.m., July 2, 2021.

12. Election to Pay Under General Tax Collection Scheme

An owner may elect to pay the rates and taxes named under this bylaw in accordance with the General Tax Collection Scheme established under Part 7: Division 10 of the *Community Charter* by giving written notice of that election to the Chief Financial Officer at his/her office at the City of West Kelowna offices on or before June 15, 2021. If an owner does not make election under this section, the Alternative Tax Collection Scheme applies to the rates and taxes payable by that owner.

13. Penalties

Under section 234(2) of the *Community Charter*, the Lieutenant Governor in Council may make regulations establishing penalties and interest that must be applied by municipalities in relation to payments made after the tax due date of July 3<sup>rd</sup> as above. Pursuant to *Municipal Tax Regulation 426/2003, section (3)*, upon the 3<sup>rd</sup> day of July, 2021, or as soon thereafter as is practicable, the Chief Financial Officer shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and the improvements as shown upon the Real Property Tax Roll of the City for 2021, ten (10) percent of the amount unpaid as of 4:30 pm on the 2<sup>nd</sup> day of July, 2021

14. Supplementary Tax Rolls

14.1 Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Chief Financial Officer shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.

14.2 For each Supplementary Tax Roll, the Chief Financial Officer shall add penalties to the unpaid amounts as follows:

- (a) Where Supplementary Tax Notices are sent before the 7<sup>th</sup> day of June, 2021, penalties shall be added as set out in Section 13 of this Bylaw.

- (a) Where Supplementary Tax Notices are sent after the 7<sup>th</sup> day of June, 2021; ten percent (10%) shall be added on any amount unpaid after one hundred and twenty (120) days.

15. R.D.C.O. Parcel Tax (under collection for other governments)

- (a) Sterile Insect Release Program parcel tax levy for 2021 is \$10,859;
- (b) The Sewer parcel tax levy for 2021 is \$17,897 for Lakeview #605;
- (c) Westside Landfill/Transfer Station parcel tax levy for 2021 is \$471,445;
- (d) Solid Waste and Recycling Program parcel tax levy for 2021 is \$245,694.

READ A FIRST, SECOND AND THIRD TIME THIS DAY  
ADOPTED

---

MAYOR

---

CITY CLERK

Schedule "A"		Tax Rate Schedule "A"												
		Municipal Combined	General Municipal	% Collected Municipal	Regional District	% Collected Regional District	Regional District SIR (Land Only)	% Collected Regional District SIR (Land Only)	Regional District Hospital	% Collected Regional District Hospital	Regional Library	% Collected Regional Library	Sanitary Storm Sewer	% Collected Sanitary Storm Sewer
				(A)	(B)	(C)	(D)	(E)	(F)					
Residential	01	Rate	3.27450	0.2673	0.02682	0.26215	0.14298	0.03127						
		Taxable Value	9,479,728,184	9,457,721,784	4,241,844,706	9,457,721,784	9,479,728,184	9,479,728,184						
		Total Collected	\$ 31,041,370	\$ 2,522,668	\$ 113,766	\$ 2,479,342	\$ 1,355,412	\$ 286,431	\$ 84.91%	\$ 82.76%	\$ 84.91%	\$ 84.91%	\$ 286,431	\$ 84.91%
Utilities	02	Rate	36.8054	0.93366	0.09387	0.91753	1.60710	0.35147						
		Taxable Value	3,810,801	28,404,301	1,688,200	28,404,301	3,810,801	3,810,801						
		Total Collected	\$ 140,258	\$ 26,517	\$ 159	\$ 26,062	\$ 6,124	\$ 1,339	\$ 0.38%	\$ 0.87%	\$ 0.38%	\$ 0.38%	\$ 1,339	\$ 0.38%
Supportive Housing	03	Rate	3.2745	0.2673	0.02682	0.26215	0.14298	0.031270						
		Taxable Value	-	-	-	-	-	-						
		Total Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00%	\$ 0.00%	\$ 0.00%	\$ 0.00%	\$ -	\$ 0.00%
Major Industry	04	Rate	9.8235	0.9088	0.0919	0.89131	0.42894	0.09381						
		Taxable Value	18,697,000	18,697,000	11,993,000	18,697,000	18,697,000	18,697,000						
		Total Collected	\$ 183,670	\$ 16,866	\$ 1,091	\$ 16,865	\$ 8,020	\$ 1,754	\$ 0.50%	\$ 0.56%	\$ 0.50%	\$ 0.50%	\$ 1,754	\$ 0.50%
Light Industry	05	Rate	6.9747	0.9088	0.0919	0.89131	0.30455	0.06661						
		Taxable Value	122,573,500	122,573,500	83,705,400	122,573,500	122,573,500	122,573,500						
		Total Collected	\$ 854,912	\$ 111,160	\$ 7,633	\$ 109,251	\$ 37,329	\$ 8,164	\$ 2.34%	\$ 3.65%	\$ 2.34%	\$ 2.34%	\$ 8,164	\$ 2.34%
Business/Other	06	Rate	7.6236	0.65349	0.06571	0.64227	0.33314	0.07266						
		Taxable Value	561,630,101	561,630,101	311,072,101	561,630,101	561,630,101	561,630,101						
		Total Collected	\$ 4,285,005	\$ 367,019	\$ 20,440	\$ 380,717	\$ 187,103	\$ 40,920	\$ 11.72%	\$ 12.04%	\$ 11.72%	\$ 11.72%	\$ 40,920	\$ 11.72%
Managed Forest	07	Rate	9.8235	0.80019	0.08046	0.78945	0.42894	0.09381						
		Taxable Value	-	-	-	-	-	-						
		Total Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00%	\$ 0.00%	\$ 0.00%	\$ 0.00%	\$ -	\$ 0.00%
Rec'n/Non-Profit	08	Rate	3.2745	0.2673	0.02682	0.26215	0.14298	0.03127						
		Taxable Value	12,704,200	12,704,200	12,472,700	12,704,200	12,704,200	12,704,200						
		Total Collected	\$ 41,600	\$ 3,389	\$ 335	\$ 3,330	\$ 1,816	\$ 397	\$ 0.11%	\$ 0.11%	\$ 0.11%	\$ 0.11%	\$ 397	\$ 0.11%
Farm	09	Rate	3.2745	0.2673	0.02682	0.26215	0.14298	0.03127						
		Taxable Value	3,789,985	1,894,961	1,894,961	1,894,961	3,789,985	3,789,985						
		Total Collected	\$ 12,410	\$ 505	\$ 51	\$ 497	\$ 542	\$ 119	\$ 0.03%	\$ 0.02%	\$ 0.03%	\$ 0.03%	\$ 119	\$ 0.03%
		Total Collected	\$ 36,559,224	\$ 3,048,204	\$ 143,475	\$ 2,995,663	\$ 1,596,347	\$ 349,124	\$ 100.00%	\$ 100.00%	\$ 100.00%	\$ 100.00%	\$ 349,124	\$ 100.00%



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Lisa Siavashi, Financial Services Manager

Subject: **2021 Transfer Station Parcel Tax Bylaw**

---

### RECOMMENDATION

**THAT** Council give first, second and third readings to the “City of West Kelowna Transfer Station Parcel Tax Bylaw No. 0286, 2021”.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

The landfill located on Asquith Road in West Kelowna (referred to as the Westside Landfill) served West Kelowna, Peachland, the Electoral Area and the WFN for many years. The facility was operated by the RDCO and funded through tipping fees. In 2010, the RDCO converted the landfill to a transfer station open only to residential customers and the funding method became a combination of tipping fees and a parcel tax. The participants in the function and financial contributors are the City of West Kelowna, District of Peachland, Westbank First Nation, and the Regional District of Central Okanagan.

Given that the budget and participants' shares are subject to change annually, this matter must be brought to Council each year for consideration. In 2021, the CWK share is \$471,445 up slightly from \$470,414 last year. This increase is mostly due to an increase in transfers to reserves. The RDCO invoices the City of West Kelowna for the Westside Transfer Station on a quarterly basis, based on actual expenses. Due to expenses being slightly more in 2020, there is an adjustment debit of \$64.38 to be recognized, adjusting the amount needing to be collected in 2021 to \$471,509.38. In keeping with Council's 2010 decision to tax only those properties that are able to access the service (residential taxpayers), there are 14,009 properties within our jurisdiction in 2021 with a taxable residential assessment component. This equates to \$33.66 per parcel (2020 - \$33.97). This parcel tax is being collected to fund a regional service and is in the 2021 – 2025 Financial Plan under collection for other governments.

## **FINANCIAL IMPLICATIONS**

The RDCO has established costs per participants with the CWK share being \$471,445. It is recommended that this amount be funded through a parcel tax from properties with a residential assessment component. These funds will be transferred to the Regional District. If the bylaw were not approved, the City would still be responsible to the RDCO for the costs of the program, which would have a substantial impact on the budget

## **Alternate Motion:**

**THAT** Council not give first, second and third readings of the “City of West Kelowna Transfer Station Parcel Tax Bylaw No. 0286, 2021”.

## **REVIEWED BY**

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

## **APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒

## **Attachments:**

1. Bylaw 0286 2021 Transfer Station Parcel Tax
2. 2021-2025 RDCO Westside Transfer Station Budget Projections

CITY OF WEST KELOWNA

BYLAW NO. 0286

A BYLAW TO IMPOSE A PARCEL TAX UPON OWNERS OF LAND WITHIN  
THE CITY OF WEST KELOWNA BEING SERVED BY  
THE SOLID WASTE TRANSFER STATION

---

WHEREAS the Council of the City of West Kelowna, pursuant to Section 200 of the *Community Charter*, desires to impose and levy a Parcel Tax upon the owners of land or real property within the City of West Kelowna being served by the Westside Landfill;

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

1. This bylaw may be cited for all purposes as the “City of West Kelowna Transfer Station Parcel Tax Bylaw No. 0286, 2021”.
2. A Parcel Tax is hereby imposed and levied upon the owners of land or real property with a residential class assessment that are served or capable of being served by the solid waste transfer station at the Westside Landfill.
3. An annual tax of \$33.66 shall be levied on each parcel of real property classified as residential (Class 1) within the City of West Kelowna.

READ A FIRST TIME  
READ A SECOND TIME  
READ A THIRD TIME  
ADOPTED

---

MAYOR

---

CITY CLERK

**REGIONAL DISTRICT OF CENTRAL OKANAGAN  
2021 - 2025 Five Year Program Budget Projections**

**Program:** 092 -- SWM: Westside Waste Disposal & Recycling Centre a

**Department:** Engineering Services (Solid Waste Management)

**General Revenue Fund Budgets**

	2021 Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget
<b>Revenue:</b>					
Tipping Fees, Sundry Sales	(532,000)	(532,000)	(532,000)	(532,000)	(532,000)
Services - Peachland	(94,720)	(98,826)	(101,820)	(104,873)	(107,987)
Services - West Kelowna	(471,445)	(491,883)	(506,782)	(521,979)	(537,480)
Parcel Tax	(114,950)	(119,933)	(123,566)	(127,271)	(131,051)
Previous Year's Surplus/Deficit	(160,486)	0	0	0	0
Engineering Admin OH	42,651	41,760	42,595	43,447	44,316
Administration OH	172,849	169,237	172,622	176,074	179,596
Services - WFN	(147,885)	(154,296)	(158,970)	(163,737)	(168,599)
Total Revenue	(1,305,986)	(1,185,941)	(1,207,920)	(1,230,339)	(1,253,205)
<b>Expenses:</b>					
Operations	1,122,394	1,098,942	1,120,921	1,143,339	1,166,206
Transfer to cc 093 - Landfill	22,000	22,000	22,000	22,000	22,000
Transfer to Capital Facility Reserve	65,000	65,000	65,000	65,000	65,000
Transfer to Operating Reserve	96,592	0	0	0	0
Total Expenses	1,305,986	1,185,942	1,207,921	1,230,339	1,253,206
(Surplus) / Deficit	0	0	0	0	0
FTE's	2.245	2.245	2.245	2.245	2.245

<b>Parcel Tax</b>	(114,950)	(119,933)	(123,566)	(127,271)	(131,051)
-------------------	-----------	-----------	-----------	-----------	-----------

**General Capital Fund Budgets**

	2021 Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget
<b>Revenue</b>					
Transfer From Cap Fac Reserves	(11,330)	(62,480)	(11,845)	(12,360)	(91,156)
Total Revenue	(11,330)	(62,480)	(11,845)	(12,360)	(91,156)
<b>Expenses</b>					
Improvements	11,330	11,330	11,845	12,360	12,876
Facility Improvements	0	51,150	0	0	78,280
Total Expenses	11,330	62,480	11,845	12,360	91,156
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Balance at Y/E	(3,783)	(3,821)	(3,860)	(3,898)	(3,937)
Capital Facilities Reserve Bal.at Y/E	(196,268)	(200,126)	(255,163)	(310,231)	(286,266)
Operating Reserve Bal at Y/E	(141,279)	(142,692)	(144,119)	(145,560)	(147,016)

**Notes**

- This is part of the overall SWM service, and in particular, the landfill site. Costs are split out into the various cost centre for tracking and billing purposes.
- Surplus primarily due to increased Tipping fee revenue and sundry sales. Under expenditures for contract services \$18.7k, security services \$12.3k, hauling charges \$9.7k, equipment repairs & mtce \$8k, software & licenses \$5k, and various line items also contributed to the surplus. Collection fees, garbage tipping fees and yard waste fees were higher than anticipated. Transfer surplus to Operating Reserve.
- Increases: Insurance \$0.9k, Collection Fees \$9k, Site Mtce \$1.5k, Safety Supplies \$0.5k, Legal \$10k, Garbage Tipping Fees \$7.2k, Hauling Charges \$7.5k, Vehicle Ops \$45k for trailer repairs.  
Decreases: Payroll \$18.5k (decrease FTE by 0.375), Travel \$2k, Ozone Emission Control \$1.5k, Equip Rep & Mtce \$7.5k, Contract Services \$5k, Security Services \$5k.
- Based on updated Landfill Closure Plan, it has been determined that closure reserves are likely too low. Continue to transfer \$22k to landfill closure. The affected participants are included in this cost centre and as per note a, are being billed via this cost centre. If additional funds are required, transfers could also be made from the operating reserves.
- Reserve transfers to fund facility improvements and \$300k in trailers in 2026.
- Remove \$45k trailer repairs.





## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Lisa Siavashi, Financial Services Manager

Subject: **2021 Sterile Insect Release Parcel Tax Bylaw**

---

### RECOMMENDATION

**THAT** Council give first, second and third readings to the “City of West Kelowna Sterile Insect Release Parcel Tax Bylaw No. 0285, 2021”.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

The Sterile Insect Release (SIR) Program was launched in 1992 with an initial goal of eradicating the codling moth in the program area. While the goal of eradication has been modified to the “control of the codling moth populations to manageable levels”, the program continues to receive the support of four of the five original regional districts both politically and financially.

The SIR program is funded through two means:

- 1) An annual tax levy on the assessed value of land; and,
- 2) A parcel tax levy on all parcels of land that are in apple and/or pear production.

Bylaw No. 0285 will set the parcel tax to be levied per acre of apple and/or pear trees within the City of West Kelowna.

### FINANCIAL IMPLICATIONS

The parcel tax set by SIR on all parcels of land that are in apple and/or pear production has been \$139.26 per planted acre since 2010. The total amount of the parcel tax levy

for West Kelowna for 2021 is \$10,859, which is up from \$10,339 in 2020 due to additional parcels in the SIR parcel tax roll in 2021. There are no direct financial implications for the City of West Kelowna as the requisition is from another taxing authority (RDCO). However, if Council did not approve the bylaw, the City would still be responsible to the RDCO for the costs of the program, which would have a substantial impact on the budget.

**Alternate Motion:**

THAT Council not give first, second and third readings to the “City of West Kelowna Sterile Insect Release Parcel Tax Bylaw No. 0285, 2021”

**REVIEWED BY**

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

**Attachments:**

1. B0285 2021 SIR Parcel Tax Bylaw
2. 2021 OKSIR Parcel Tax Roll – City of West Kelowna

CITY OF WEST KELOWNA

BYLAW NO. 0285

A BYLAW TO IMPOSE A PARCEL TAX UPON OWNERS OF LAND WITHIN  
THE CITY OF WEST KELOWNA BEING SERVED BY  
THE STERILE INSECT RELEASE PROGRAM

---

WHEREAS to Section 200 of the *Community Charter* authorizes a local government to impose and levy a Parcel Tax upon the owners of land or real property within the City of West Kelowna being served by the Sterile Insect Release Program.

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

1. This bylaw may be cited for all purposes as the "City of West Kelowna Sterile Insect Release Parcel Tax Bylaw No. 0285, 2021".
2. A Parcel Tax shall be and is hereby imposed and levied upon the owners of land or real property as shown on Schedule "A" attached to and forming part of this bylaw, being served by the Sterile Insect Release Program.
3. An annual tax shall be levied in the amount of \$139.26 per cultivated acre of apple and pear trees on each parcel or groups of parcels of real property within the City of West Kelowna which are capable of benefiting from the Sterile Insect Release Program.

READ A FIRST TIME  
READ A SECOND TIME  
READ A THIRD TIME  
ADOPTED

---

MAYOR

---

CITY CLERK

Folio	Property Address	Legal Description	Adjusted Acres	x139.26
36412267001	JENNENS, WEST KELOWNA	Lot 8, Plan KAP6385, District Lot 434, Osoyoos Div of Yale Land District, Except Plan 31110	1.56	\$ 217.25
36412272000	BOUCHERIE, WEST KELOWNA	Parcel Z, Plan KAP7408, District Lot 434, Osoyoos Div of Yale Land District, Except Plan KAP51779	1.00	\$ 139.26
36412279000	1895 OLD BOUCHERIE, WEST KELOWNA	Lot 10, Plan KAP7408, District Lot 434, Osoyoos Div of Yale Land District, Except Plan 17273 19135	5.20	\$ 724.15
36412356010	4091 HITCHNER, WEST KELOWNA	Lot A, Plan KAP18600, District Lot 434, Osoyoos Div of Yale Land District, Except Plan 19879 KAP71397	1.00	\$ 139.26
36412356060	1829 HOFFMAN, WEST KELOWNA	Lot 1, Plan KAP19879, District Lot 434, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36412356251	PRITCHARD, WEST KELOWNA	Lot 1, Plan KAP52904, District Lot 434, Osoyoos Div of Yale Land District	7.89	\$ 1,098.76
36412356257	BOUCHERIE, WEST KELOWNA	Lot 2, Plan KAP75009, District Lot 434, Osoyoos Div of Yale Land District	3.30	\$ 459.56
36412504000	3630 ELLIOTT, WEST KELOWNA	Lot 20, Plan KAP761, District Lot 486, Osoyoos Div of Yale Land District	1.24	\$ 172.68
36412515000	3631 PAYNTER, WEST KELOWNA	Lot 29, Plan KAP761, Part S1/2, District Lot 486, Osoyoos Div of Yale Land District	1.27	\$ 176.86
36412643756	1 - 3687 PAYNTER, WEST KELOWNA	Lot A, Plan KAP40814, District Lot 486, Osoyoos Div of Yale Land District, Except Plan KAP50225	1.00	\$ 139.26
36413307000	3175 SMITH CREEK, WEST KELOWNA	Lot 11, Plan KAP1414, District Lot 804, Osoyoos Div of Yale Land District, Except Plan 18841	2.40	\$ 334.22
36413312000	3000 ELLIOTT, WEST KELOWNA	Lot 20, Plan KAP1414, District Lot 804, Osoyoos Div of Yale Land District	1.66	\$ 231.17
36413313000	3030 ELLIOTT, WEST KELOWNA	Lot 21, Plan KAP1414, District Lot 804, Osoyoos Div of Yale Land District	4.95	\$ 689.34
36413314000	3100 ELLIOTT, WEST KELOWNA	Lot 24, Plan KAP1414, District Lot 804, Osoyoos Div of Yale Land District	7.54	\$ 1,050.02
36413323000	3264 GLENCOE, WEST KELOWNA	Lot B, Plan KAP4494, District Lot 804, Osoyoos Div of Yale Land District, S 112.23 FT	1.00	\$ 139.26
36413324000	3256 GLENCOE, WEST KELOWNA	Lot B, Plan KAP4494, District Lot 804, Osoyoos Div of Yale Land District, Portion EXC SLY 112.23 FT, Manufactured Home Reg.# 40993	1.00	\$ 139.26
36413334201	3275 SHETLER, WEST KELOWNA	Lot B, Plan KAP64016, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36413339000	3385 ELLIOTT, WEST KELOWNA	Lot 41, Plan KAP761, District Lot 805, Osoyoos Div of Yale Land District	6.02	\$ 838.35
36413346000	3344 ELLIOTT, WEST KELOWNA	Lot 47, Plan KAP761, District Lot 805, Osoyoos Div of Yale Land District	2.51	\$ 349.54
36413361000	2672 SCHARF, WEST KELOWNA	Lot 51, Plan KAP761, District Lot 806, Osoyoos Div of Yale Land District	3.70	\$ 515.26
36413393000	3887 BROWN, WEST KELOWNA	Plan KAP2077B, District Lot 807, Osoyoos Div of Yale Land District	2.09	\$ 291.05
36413689486	3224 KING, WEST KELOWNA	Lot A, Plan KAP58799, District Lot 1934, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36413689487	3228 KING, WEST KELOWNA	Lot B, Plan KAP58799, District Lot 1934, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36413689488	3230 KING, WEST KELOWNA	Lot C, Plan KAP58799, District Lot 1934, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36413692001	1575 MISSION HILL, WEST KELOWNA	District Lot 2045, Osoyoos Div of Yale Land District, Except Plan EX THE MOST NORTHERLY 40 CHAINS AND EX 15168 16622 36364 42462, KAP44539 KAP48244 KAP48245 KAP48425 KAP49612 KAP50415 KAP51890 KAP54374 KAP55335 H18375 KAP58416 KAP60462 & KAP81269 (3) PT SHOWN OUTLINED RED ON PL E9289	1.00	\$ 139.26
36414103000	3380 POP, WEST KELOWNA	Lot 3, Plan KAP1350, District Lot 2554, Osoyoos Div of Yale Land District, GROUP 1	5.61	\$ 781.25
36414108000	3311 GLENCOE, WEST KELOWNA	Lot 8, Plan KAP1350, District Lot 2554, Osoyoos Div of Yale Land District, Except Plan 15719, Manufactured Home Reg.# 78183	6.04	\$ 841.13
36414111096	2820 SCHARF, WEST KELOWNA	Lot 1, Plan KAP61741, District Lot 2554, Osoyoos Div of Yale Land District	1.00	\$ 139.26
36414173000	890 ANDERS, WEST KELOWNA	Lot 50, Plan KAP5381, District Lot 2689, Osoyoos Div of Yale Land District, Except Plan 14487	1.00	\$ 139.26
36414409738	STUART, WEST KELOWNA	Lot B, Plan KAP39948, District Lot 2689, Osoyoos Div of Yale Land District, Except Plan KAP52050	1.00	\$ 139.26
36414410010	3260 SHETLER, WEST KELOWNA	Lot 1, Plan KAP20803, District Lot 2697, Osoyoos Div of Yale Land District	1.00	\$ 139.26
<b>31</b>			<b>77.98</b>	<b>\$ 10,859.49</b>



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Lisa Siavashi, Financial Services Manager

Subject: **2021 RDCO Solid Waste and Recycling Program Parcel Tax Bylaw**

---

### RECOMMENDATION

**THAT** Council give first, second and third readings to the “City of West Kelowna RDCO Solid Waste and Recycling Program Parcel Tax Bylaw No. 0287, 2021”.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

The Regional District of Central Okanagan (RDCO) provides educational and other services to the region related to curbside collection, composting, recycling and other items. Numerous programs, such as community cleanup, paper free home, trunk sales and Christmas tree chipping, throughout the year helps promote less waste and a cleaner region. At the November 24, 2015 Council meeting, the decision was made to move the solid waste and recycling program charge from the utility bill and apply it to the annual tax bill as a parcel tax. Previously properties utilizing curbside collection and stratas opting into the curbside collection service were being charged for this program on their quarterly utility bill. The parcel tax will be levied on all residential assessed properties.

Given that the budget and participants' shares are subject to change annually, this matter must be brought to Council each year for consideration. In 2021 the City of West Kelowna's share is \$245,694, which is up from \$232,180 in 2020. This is due to expected increases in operating costs including payroll, commercial and construction waste disposal and a community education study. The Solid Waste and Recycling Program is invoiced to the City of West Kelowna on a quarterly basis, based on actual expenses. Due to expenses being less than expected in 2020, there is an adjustment credit of (\$25,947) to be recognized, reducing the amount needing to be collected in 2021 to \$206,233. In 2021 there are 14,009 properties within our jurisdiction with a residential assessment component. This equates to an annual levy of \$14.72 per parcel (in 2020 it was \$13.35 per parcel).

## **FINANCIAL IMPLICATIONS**

The amount billed to the City of West Kelowna from RDCO for the Solid Waste and Recycling program is then billed directly to the residents on the annual tax bill. If Council were not to approve the bylaw, the City would still be responsible to the RDCO for the cost of the program, which would have a substantial impact on the budget.

### **Alternate Motion:**

**THAT** Council not give first, second and third readings to the “City of West Kelowna RDCO Solid Waste and Recycling Program Parcel Tax Bylaw No. 0287, 2021”.

## **REVIEWED BY**

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

## **APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒

### **Attachments:**

1. Bylaw 287, 2021 RDCO Solid Waste and Recycling Program Parcel Tax
2. 2021 - 2025 RDCO Waste Reduction and Recycling Program Budget Projections

CITY OF WEST KELOWNA

BYLAW NO. 0287

A BYLAW TO IMPOSE A PARCEL TAX UPON OWNERS OF LAND WITHIN  
THE CITY OF WEST KELOWNA BEING SERVED BY  
THE RDCO SOLID WASTE AND RECYCLING PROGRAM

---

WHEREAS the Council of the City of West Kelowna, pursuant to Section 200 of the *Community Charter*, desires to impose and levy a Parcel Tax upon the owners of land or real property within the City of West Kelowna being served by the RDCO Solid Waste and Recycling program;

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

1. This bylaw may be cited for all purposes as the “City of West Kelowna RDCO Solid Waste and Recycling Program Parcel Tax Bylaw No. 0287, 2021”.
2. A Parcel Tax is hereby imposed and levied upon the owners of land or real property with a residential class assessment that are served or capable of being served by the solid waste and recycling program.
3. An annual tax of \$14.72 shall be levied on each parcel of real property classified as residential (Class 1) within the City of West Kelowna.

READ A FIRST TIME  
READ A SECOND TIME  
READ A THIRD TIME  
ADOPTED

---

MAYOR

---

CITY CLERK

**REGIONAL DISTRICT OF CENTRAL OKANAGAN  
2021 - 2025 Five Year Program Budget Projections**

**Program: 094 --SWM: Waste Reduction & Recycling Program**

a

**Department:** Engineering Services (Solid Waste Management)

**General Revenue Fund Budgets**

	2021 Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget		2025 Projected Budget
<b>Revenue:</b>									
Services - Kelowna	(958,398)	ab	(973,556)		(1,005,261)		(1,025,478)		(1,046,100)
Services - Peachland	(40,840)	ab	(41,486)		(42,837)		(43,698)		(44,577)
Services - Lake Country	(97,224)	ab	(98,762)		(101,978)		(104,029)		(106,121)
Services - West Kelowna	(245,694)	ab	(249,580)		(257,708)		(262,891)		(268,177)
Parcel Tax	(28,822)	ab	(29,278)		(30,231)		(30,839)		(31,459)
COVID Restart Grant	(7,883)	e	0		0		0		0
Previous Year's Surplus/Deficit	(14,854)	ad	(0)		(0)		(0)		(0)
Administration OH	218,685		219,131		223,514		227,984		232,544
Multi Material BC (MMBC)	(220,000)		(224,400)		(228,888)		(233,466)		(238,135)
Misc. Revenue	(400,000)	c	0		0		0		0
Backyard Composters	(32,000)		(32,000)		(15,000)		(15,000)		(15,000)
<b>Total Revenue</b>	<b>(1,827,030)</b>		<b>(1,429,931)</b>		<b>(1,458,389)</b>		<b>(1,487,417)</b>		<b>(1,517,025)</b>
<b>Expenses:</b>									
Operations	1,420,030	e	1,422,931	f	1,451,389		1,480,417		1,510,025
Group Garbage Cart Purchase	400,000	c	0		0		0		0
Transfer to Reserves	7,000		7,000		7,000		7,000		7,000
<b>Total Expenses</b>	<b>1,827,030</b>		<b>1,429,931</b>		<b>1,458,389</b>		<b>1,487,417</b>		<b>1,517,025</b>
<b>(Surplus) / Deficit</b>	<b>(0)</b>		<b>(0)</b>		<b>(0)</b>		<b>(0)</b>		<b>(0)</b>
<b>FTE's</b>	<b>5.51</b>		<b>5.51</b>		<b>5.51</b>		<b>5.51</b>		<b>5.51</b>
<b>Tax Levy:</b>									
<b>Parcel Tax</b>	<b>(28,822)</b>		<b>(29,278)</b>		<b>(30,231)</b>		<b>(30,839)</b>		<b>(31,459)</b>
<b>Reserve Fund Balance at Y/E</b>	<b>(67,873)</b>		<b>(75,551)</b>		<b>(83,307)</b>		<b>(91,140)</b>		<b>(99,051)</b>

**Notes**

- a. This is part of the overall SWM service. Costs are split out into this cost centre for tracking and billing purposes.  
Municipalities are invoiced based on actual costs incurred as the year progresses. The EA's are taxed via SWM parcel tax.  
The surplus/deficit shown relates only to the EA's and is used in calculating the following year's tax.  
Former cost centre 096 has been amalgamated with this cost centre after program changes in 2014/2015 (MMBC, etc.)
- b. Allocation is done using population counts. 2016 Census numbers used.
- c. Garbage Cart Group Purchase is under operating \$400k. Costs will be invoiced to all partners.
- d. Surplus primarily due to under expenditures for payroll, contract-depots, communication education programs, waste composition study, garbage cart group purchase, software & licenses, illegal dumping operations and various line items.  
Community Education Study unspent \$53k.
- e. Increases: Payroll \$49k, Insurance \$1.6k, Commercial/Const. Waste \$50k, Composter Subsidization \$10k, Contract Haz. Waste \$10k, Community Education Study \$21.9k, Misc. \$1.5k.  
Decreases: Communication Education Prog. \$3k, Okanagan Reuses (Comm.Edu.Programs) \$25k, Software & Licenses \$4.3k, Waste Composition Study \$20k. Offset with COVID Restart Grant \$7.9k
- f. Remove Okanagan Reuses Program \$25k.





## COUNCIL REPORT

To: Mayor and Council

Date: April 20, 2021

From: Sandy Webster, Director of Corporate Initiatives

Subject: **Council's 2021 – 2022 Strategic Priorities**

---

### RECOMMENDATION

**THAT** Council consider and resolve to adopt its *2021 – 2022 Strategic Priorities* document as attached.

### STRATEGIC AREA(S) OF FOCUS

- Invest in Infrastructure
- Economic Growth and Prosperity
- Strengthen our Community
- Foster Safety and Well-Being

### BACKGROUND

At the January 28, 2020 regular Council meeting, Council adopted their *2020 – 2022 Strategic Priorities* and staff subsequently implemented the operational plan and budget that continues to move these priorities forward today amid the unprecedented COVID-19 pandemic. The CAO and staff have provided Council and the community with progress updates, regular Reports to Council and Quarterly Reports as staff benchmark the progress to deliver Council's mandate.

In late fall 2020, staff along with Neilson Strategies Inc. held a workshop with Council for their annual review and update of their strategic priorities. Attached is Council's *2021 – 2022 Strategic Priorities* document based on the outcome of that workshop, Council's feedback at the January 26, 2021 regular Council meeting and public input during budget consultations.

Staff also provided a Year in Review Summary and video at the January 26, 2021 regular Council meeting highlighting just some of the key investments and accomplishments as Council reflects back on 2020, and moves forward with continued investments 2021 and beyond. Information on Council's strategic priorities remain available on the City Hall section of our website.

Staff included the draft *2021 – 2022 Strategic Priorities* document as part of the 2021 Budget and 5-year Financial Plan consultations completed in February 2021.

Subsequently, a completed version of the document for Council's consideration and recommended adoption is attached.

## **DISCUSSION**

Following the January 26, 2021 regular Council meeting, staff conducted the draft 2021 Budget and 5-year Financial Plan public consultations that included Council's draft *2021 – 2022 Strategic Priorities*. This annual consultation process informs and engages the community that guide the capital and operating budgets in addition to guiding Council's priorities. As the draft 2021 Budget consultation process has been included in the CFO's budget reports the detail is not repeated here.

Despite the unprecedented challenges with the COVID-19 pandemic, Council's updated priorities position West Kelowna for success with ongoing and new initiatives aligned with continued fiscal responsibility.

Council's direction to staff for the 2021 year and beyond reflects increased infrastructure investments (including roads, sidewalks and bike lanes), increased advocacy for social housing investments and health care services, advancing the Official Community Plan and other community development initiatives, and strengthening partnerships with Westbank First Nation and others who contribute to a vibrant Greater Westside community, among other priorities identified in the attached document.

### **Public Feedback on Council's draft 2021 – 2022 Strategic Priorities**

Between February 16 and 25, 2021, a total of 19 responses regarding Council's strategic priorities were submitted by the community and their comments are attached. Community input continues to reflect Council's direction under all four of its Council's strategic priority pillars and staff sincerely thank those who provided their input.

## **FINANCIAL IMPLICATIONS**

No additional budget is currently required.

## **CONCLUSION**

Staff has aligned Council's priorities with the 2021 Budget and 5-year Financial Plan and staff are subsequently seeking Council's adoption of its *2021 – 2022 Strategic Priorities*.

## **REVIEWED BY**

Paul Gipps, CAO

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

**Attachments:**

- 1) 2021 – 2022 Strategic Priorities
- 2) Public Consultation Feedback Summary



## CITY OF WEST KELOWNA 2021-2022 STRATEGIC PRIORITIES

April 2021



**INVEST IN  
INFRASTRUCTURE**



**ECONOMIC GROWTH  
AND PROSPERITY**



**STRENGTHEN  
OUR COMMUNITY**



**FOSTER SAFETY  
AND WELL-BEING**

## MESSAGE FROM THE MAYOR

On behalf of the City of West Kelowna Municipal Council, it is my privilege to present the update of the City of West Kelowna's *2021-2022 Strategic Priorities*. The update was developed by Council with input from senior staff in the fall of 2020, exactly one year after the original *Strategic Priorities* document was unveiled. This draft was then aligned with budget deliberations through January 2021 and subsequently released for public consultations in conjunction with the draft 2021 budget.

This past year has been one of tremendous challenge and upheaval for many of West Kelowna's residents and businesses. The COVID-19 pandemic has imposed new expectations and restrictions on all of us, forcing us to change how we operate and live our lives. For some of our families and places of work, the pandemic has caused impacts that have been nothing short of devastating.

City Council fully recognizes the challenges during these unprecedented times with COVID-19, and Council continues to do what it can to help the community through the various phases of recovery. Council also recognizes, however, the importance of remaining focused on the longer-term future. The priorities set out in both the original version and this updated version continue to position West Kelowna for long term success and prosperity.

In the strategic planning discussions this past fall, Council took time to reflect on the major projects initiated and investments made in the community over the past year. Council highlighted several community accomplishments, including the signature

Rose Valley Water Treatment Plant (now under construction), and Interior Health's Urgent and Primary Centre (open to the public as of November 2020). Ongoing, significant investment in major roadworks and sidewalks also occurred, as did meaningful relationship-building with the Westbank First Nation and other important partners. Huge numbers of West Kelowna residents in all age groups and from all neighbourhoods participated in the first engagement stage of the foundational *Community Visioning* initiative.

The priorities set out in this update build on these accomplishments.

I wish to thank all Council members and staff who participated in the strategic planning discussions that provided the basis of this *2021-2022 Strategic Priorities* for West Kelowna. Progress on the priorities will help our community navigate its way through COVID-19 recovery, and set us on a path towards continued success.



Gord Milsom  
Mayor

## VISION

The City of West Kelowna is a proactive, solution-oriented local government that, on its own and in partnership with others, leads efforts aimed at creating opportunities for growth and prosperity.

### **KEY TERMS**

#### ***Proactive***

*Council anticipates and takes action to address the needs of the community. Council does not simply respond to events after they have arisen.*

#### ***Solution-Oriented***

*The City is a "can do" organization focused on making things work.*

#### ***Leads***

*Council is the elected governing body put in place to lead the community. Council is not content to sit back and wait for others to act.*

#### ***In Partnership***

*The City can achieve more for the community when it works with others.*

#### ***Creating Opportunities***

*The City creates the foundation and environment for success.*

#### ***Prosperity***

*A high quality of life for everyone in the community.*

## MISSION

To plan for the future while taking care of today as the City develops and operates as a modern urban city that continues to recognize the roots of its rural character.

### KEY TERMS

#### *Plan for the Future*

*Council sets a direction for the community and local government puts in place what is needed to succeed, and exercises the discipline to stay focused.*

#### *Taking Care of Today*

*The City must address present needs and challenges while looking ahead.*

#### *Modern Urban City*

*The community expects urban service levels; the City exists to provide them.*

#### *Rural Character*

*The community values its history and uses it to help inform the decisions made today.*

## PILLARS

The City of West Kelowna Municipal Council's four pillars of its *Strategic Priorities* help to guide the use of City resources, and to organize the City's strategic priorities. In this 2021 update, Council continues to endorse those four pillars, but has refined the list of associated priorities to reflect progress made over the past year, as well as emerging needs related in part to COVID-19.

Our Council and community faced unprecedented challenges with the onset of COVID-19 as of March 2020. In this forward-looking document, particularly during 2021, we acknowledge the need to remain flexible and accountable in adapting our action plans as we press on to deliver our strategic priorities that continue to benefit our community.



### Invest in Infrastructure

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



### Strengthen Our Community

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



### Economic Growth and Prosperity

We will work with our partners on the Greater Westside and throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses transition through the phases of COVID-19 economic recovery. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.



### Foster Safety and Well-being

We will pursue through direct action, advocacy, and partnerships with Westbank First Nation and local service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.





## INVEST IN INFRASTRUCTURE

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

## COUNCIL PRIORITIES

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

In addition to these ongoing investments, we will direct resources to the following projects over the remainder of this term:

- City Hall — *Design and Build*
- Rose Valley Water Treatment Plant — *Construction Underway, Oversight and Approvals*
- Major Roadworks — *Transportation Master Plan Update; Gellatly Rd./Carrington Rd. Roundabout.; Glenrosa Rd.; Shannon Lake Rd.; Stevens Rd./Bartley Rd. Roundabout; and sidewalks along Stevens Rd. from Westlake Rd. to Shannon Lake Rd.; on Westlake Rd. from Rose Valley Elementary to Parkinson Rd.; and on McIver Rd. from Glenrosa Rd. to McTaggart Rd.*
- Fire Hall #32 — *Design and Build*
- Mt. Boucherie Community Centre — *Community Engagement To Restore Building; Facility Plan*
- Public Works Yard — *Design and Build*



## ECONOMIC GROWTH AND PROSPERITY

We will work with our partners across the Greater Westside and throughout the region to advocate for and support efforts to help West Kelowna businesses. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

## COUNCIL PRIORITIES

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

During the remainder of this term we will:

- Revisit the *Westbank Centre Revitalization Plan* to promote increased vitality and growth in the City's core
- Promote efforts to develop a diverse range of housing options throughout the community
- Develop and implement policies, action plans and initiatives aimed at helping local businesses to succeed
- Initiate the regulation of short-term rentals across the city
- Communicate the City's expectations for, and give priority to, quality and innovative urban development, including initiating a review of Development Cost Charges
- Continue our economic development advocacy and strengthen our partnerships to enhance economic prosperity, such as through our work with the Economic Development Commission task force and all levels of government
- Promote continued growth in tourism to West Kelowna and the Greater Westside



## STRENGTHEN OUR COMMUNITY

We will provide opportunities for the residents of West Kelowna to build connections and strengthen the collaboration with our diverse neighbourhood associations. Together with our community we will celebrate successes and embrace our culture, such as promoting and supporting our strengths and diversity, addressing our shared needs and shaping our community's future.

## COUNCIL PRIORITIES

Council supports efforts to engage residents of all ages and backgrounds in community programs, long-term visioning, and long-term community planning.

During the remainder of this term, Council will focus resources on promoting:

- Community-building partnerships with Westbank First Nation, local governments and organizations in the region; along with inter-governmental partnerships involving Federal and Provincial agencies
- Future events and festivals across the community, including in City's parks, Westbank Centre, neighbourhood centres and elsewhere once it is safe to do so
- Undertake long-term planning initiatives, such as the *Community Visioning Exercise*, and the broader *Official Community Plan* initiatives



## FOSTER SAFETY AND WELL-BEING

We will pursue through direct action, advocacy, and partnerships with Westbank First Nation, with government and local service providers to further advance the health of our community. We will continue to advocate for investments in community health, needs-based housing, emergency preparedness, increased police services, and other community services that foster safety and well-being in West Kelowna.

## COUNCIL PRIORITIES

Council supports efforts, taken in collaboration with provincial ministries, Interior Health, BC Housing, Westbank First Nation, non-profit societies, and others aimed at creating a safe and healthy community for all residents.

During the remainder of this term, Council will direct resources to support:

- The integration of the new Urgent and Primary Care Centre into the City's growing network of community health facilities
- Facilities, services and partnerships with non-profit groups and others to build the community's supply of affordable and attainable housing types, and to reduce homelessness
- Climate action initiatives, including mitigation and adaption efforts for the City corporation and the community
- Increase police services, including adding additional resources required to serve our community
- Wildfire mitigation and adaptation measures

# Feedback Form

---

## SURVEY RESPONSE REPORT

16 February 2021 - 25 February 2021

PROJECT NAME:

2021 Budget



**Q1 | Do you have any other questions or comments, such as with Council's 2021 – 2023 Strategic Priorities, major projects or the services the City provides?**

Screen Name Redacted

2/16/2021 01:27 PM

Is there a plan for sidewalks along Boucherie from Ogden to Mission Hill rd?

It is very dangerous to walk or ride a bike there

Screen Name Redacted

2/16/2021 02:16 PM

I didn't see any reference to improving safe bicycling lanes, yet I believe this was part of the city's vision. An example where improved safety is needed is cycling on Boucherie, as only a portion of the street has clearly designated bike lanes. Also, from an editorial perspective, there may be a 'typo' on the bottom left bullet of the 2nd to last slide: "Public Works", not "Public Words".

Screen Name Redacted

2/16/2021 04:44 PM

I believe i get great value for my tax dollars, and I'm very pleased with the way the city has developed since incorporation. if you want to provide me with more services, I'm willing to pay.

Screen Name Redacted

2/17/2021 01:17 PM

I thought the city hall construction was pushed through, the location is poor and if you have to expand like it appears you always do, where will it fit, parking in that area is poor , where do all the staff park?

Screen Name Redacted

2/19/2021 01:16 PM

Please note that here is spelling error on last option in question 7. Should be "new".

Screen Name Redacted

2/19/2021 03:19 PM

I am opposed to the 1% levy being applied this year, and plans for the same in the future. We are still dealing with many people out of work or with less income because of Covid. This dilemma will continue this year and will have further economic effects in years to come. I believe we need reserves but at what cost to the common family with continued tax increases. Please consider lowering this levy for the next few years until we see some economic recovery. Maybe 0.5% to start and see the feedback from your city.

Screen Name Redacted

2/20/2021 11:53 AM

Question #3 is somewhat leading. The only options you're given are 1) Cut Taxes/Cut services or 2) Increase taxes/increase services. There are other options available. The term "sidewalks" is restrictive. The term "Multi-use pathways" better reflects the potential for active transportation infrastructure.

Screen Name Redacted

2/20/2021 01:30 PM

Nothing additional

Screen Name Redacted

2/20/2021 01:54 PM

I feel strongly that there needs to be sidewalks, bike lanes, traffic calming and street light on Pritchard drive. This road is dangerous as there are 3 parks, a resort (Barona) and a winery. The foot and bike traffic is steady and busy year round. It is unsafe as it is a narrow road with children, the elderly and everyone in between. A speed limit of 50 is to fast for this road. Being a flat area along the water it attracts people from all over. This street should take priority over a number of others that don't have anywhere near the

volume of people. It also has one of the highest tax base in West Kelowna with zero services. The city put Pritchard park here and allowed a resort and a winery easement with no regard for safety and infrastructure. I do believe there is a petition being started and would hope the city wouldn't need that and use common sense and make Pritchard drive a first priority.

Screen Name Redacted

No

2/20/2021 02:15 PM

Screen Name Redacted

Please learn to spell You have Learned something "knew" Disaster Now build some bike lanes !

2/21/2021 12:44 AM

Screen Name Redacted

It is infuriating that you wasted how much on planning the first city hall defeated by referendum. To find a way of moving forward without voter consent is an abuse of power. Another million to plan a building, replace a already invested skate park.... Always quick to move forward with no fore thought, wasting our cities money.

2/21/2021 12:43 PM

Screen Name Redacted

How much will municipal staff and wages increase if the 4.1 increase to the Capital Budget in passed?

2/22/2021 10:59 AM

Screen Name Redacted

Bike Lanes. Please. Not just little segments that you have to drive your bike to (ridiculous). With a city centre close to definition (pool/library/city hall) plan your bike lanes to radiate from that point.

2/23/2021 08:55 AM

Screen Name Redacted

I am proud to be a West Kelowna resident, thank you!

2/23/2021 06:29 PM

Screen Name Redacted

Great to see the connection between infrastructure spending and service delivery

2/24/2021 01:23 PM

Screen Name Redacted

I am not sure why a sidewalk along Stevens road is being considered. This is an industrial area and the amount of foot traffic would be extremely low. Also why are we replacing the screen on the Sunnyside water system intake when within the next year or two the system will be not operating anymore as it will be tied into the Rose Valley water treatment plant.

2/24/2021 08:58 PM

Screen Name Redacted

Will ALL new housing and commercial developers that connect to the new water treatment plant in rose valley be charged the same as existing residential homes that are paying for the construction?

2/25/2021 07:24 AM

Screen Name Redacted

See previous comments about increasing water tax to Powers Creek and Rose Valley residents, when there is \$5million available in the Rose Valley Water Treatment Plant budget. Finance department staff should have performance review to determine why there was discovery of financial shortfall in the Ten year Cap Plan, tax payers shouldn't have to pay for their mistakes.

2/25/2021 02:32 PM

**Mandatory Question** (19 response(s))



## COUNCIL REPORT

To: Mayor and Council

Date: April 20, 2021

From: Sandy Webster, Director of Corporate Initiatives

Subject: **Police Services Update and 2021 Police Services Priorities**

---

### RECOMMENDATION

**THAT** Council receive this Police Services update for information; and

**THAT** Council consider and resolve to adopt the 2021 Police Services Priorities identified by Council and reflected in this report.

### STRATEGIC AREA(S) OF FOCUS

Foster Safety and Well-Being

### BACKGROUND

The Police Services department was recently reorganized into the Corporate Initiatives Division and a review of our existing services, inter-governmental contracts, resourcing and budget is underway. The Police Services umbrella includes the RCMP along with the administrative municipal support functions (non-members) in West Kelowna.

Additionally, Council's 2021 Police Services Priorities have been developed with S/Sgt. Duncan Dixon, staff and Council that are outlined in the Discussion section of this report.

From an administrative level, adjusting our contract responsibilities with the City of Kelowna, quantifying the provincial funding shortfalls with continued inadequate RCMP members in West Kelowna and RCMP services provided in Central Okanagan remain priorities for staff to address both in the short and long-term. The City continues to work in partnership with the Ministry of Public Safety and Solicitor General's office to address the needs in West Kelowna.

Over the past few months, several key administrative accomplishments include:

- Retaining a municipal staff Police Services Supervisor who is supporting our efforts to improve our administrative responsibilities and strengthen our relationships with volunteer and partner organizations locally and in the region;
- Quarterly reporting effective Q1 2021 and annual strategic priority development that aligns Council's Strategic Priorities;



- Review of our shared administrative contract with the City of Kelowna with contract rightsizing and forecasting for the 2022 budget and beyond;
- Supplemental FTE request to add one of two required 24/7 non-emergency telephone call-takers to ensure West Kelowna meets the call centre requirements of a C-level RCMP detachment subject to the 2021 Budget adoption;
- Addition of a second Community On Patrol vehicle (volunteer community policing) to support increased community safety;
- Municipal Police Services staffing review to ensure job descriptions and work plans are aligned to deliver Council's strategic priorities;
- Development of the 2021 Police Services Priorities prior to staff developing an overarching Police Services Strategy for West Kelowna;
- Continued advocacy with the Minister of Public Safety and Solicitor General's office to address the inadequate number of provincial and rural RCMP members in West Kelowna;
- Collaboration with Westbank First Nation as both organizations advocate for increased policing across the Greater Westside (including review of the 'rural' classification);
- Continued budget forecasting of anticipated RCMP union back pay for members in 2022 and beyond;
- Discussions with the Southeast District of 'E' Division and the Kelowna Regional Detachment of the RCMP regarding future infrastructure and resourcing (etc) at a local and regional level; and
- For RCMP operations, the new Community Safety Unit (CSU) has its third of four members trained and implemented, with the fourth FTE member to be filled subject to the adoption of the 2021 budget.

Under the RCMP operations mandate, Council has reviewed the statistics and trends from 2019 through 2020 provided by S/Sgt. Duncan Dixon along with providing a description of the previous RCMP priorities. Subsequently, Council identified Police Services Priorities for 2021 upon which West Kelowna RCMP will work to deliver together with city staff, volunteers and other participatory organizations that support police services.

Continued advocacy for increased police members at the provincial level remains ongoing through joint efforts led by the City with support from our regional RCMP leadership team. Further, staff are developing a West Kelowna Police Services Strategy with the understanding of the policing priorities in Southeast District of "E" Division, the Kelowna Regional Detachment and Westbank First Nation yet is specific to address the needs in West Kelowna.

## DISCUSSION

### 2021 Police Services Priorities

Council's 2021 – 2022 *Strategic Priorities* include increasing police services, including adding additional resources required to serve the West Kelowna community.

To support this pillar of Council's 2021 – 2022 *Strategic Priorities*, S/Sgt. Dixon and staff developed the following Police Services Priorities with Council categorized under four areas:



**FOSTER SAFETY  
AND WELL-BEING**

- **Road Safety**
- **Crime Reduction**
- **Violence in Relationships**
- **Police/Community Relations**

#### **Road Safety**

- Front Line Members and Reservists contributing to traffic enforcement to improve road safety.
- Programs to provide enhanced policing: dedicated traffic enforcement days; targeted locations including school zones; distracted driving; improper equipment for inclement weather.

Key Crime Category Statistics – Motor Vehicle Accidents, Immediate Roadside Prohibitions, 24-hour Driving Suspensions, Tickets/Warnings Issued for Speeding Traffic Infractions.

#### **Crime Reduction**

- Prevent and reduce the impact of prolific offenders: reduction in property crime; drug offences; theft of auto and related violent offences.
- Prevent and reduce the impact of problem offenders.
- Individual enforcement action related to problem residences.
- Curfew check program.
- Interaction with other agencies (such as Probation and Parole) to ensure effective monitoring and compliance.
- Bait Car Program.
- Joint force operations – participation with other agencies to combat multi-jurisdictional or complex criminal investigations.
- Child Advocacy Centre.

Key Crime Category Statistics – Violent Offences, Assault with Weapon, Break and Enter, Property Offences, Theft from Auto, Theft of Auto, Frauds.

### **Violence in Relationships**

- Prevent and reduce crimes against persons.
- ICAT (High Risk Domestic Violence situations).
- Continued effective responses to domestic related calls for service.
- Mitigation of risk to people involved with high risk domestic violence situations.

Key Crime Category Statistics – Violence in Relationships Charges.

### **Police/Community Relations**

- School Resource Officer.
- Participation in Greater Westside HUB situation table.
- RDCO Crime Prevention programs.
- Involvement and contact with local agencies who provide support to clients in need and crisis.

Qualitative comments and quantitative statistics as appropriate.

### **FINANCIAL IMPLICATIONS**

Budget requirements beyond the City's 2021 Budget will be identified based on further contract and service level reviews in 2021/2022.

### **CONCLUSION**

Staff continue to develop a current West Kelowna Police Services Strategy and continue with budget forecasting requirements in the months ahead. RCMP operational rightsizing along with seeking greater equity of Provincial policing funding and other factors are under review.

Staff will also ensure that an annual review of the Police Services Priorities of Council be held in the first quarter each year. This will enable the RCMP to fulfil their reporting and operational requirements that best serves the City and the community.

**REVIEWED BY**

Paul Gipps, CAO

Duncan Dixon, S/Sgt West Kelowna RCMP

Kathi Watt, Police Services Supervisor

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Hailey Rilkoff, Planner II

File No: Z 20-05

Subject: **Z 20-05; Zoning Amendment Bylaw No. 0154.100 (Options); 2485 Hayman Road**

---

### OPTIONS FOR COUNCIL'S CONSIDERATION:

#### Option 1 – Give 3<sup>rd</sup> Reading

**THAT** Council give third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05); and

**THAT** Council direct staff to schedule the bylaw for consideration of adoption following:

- Confirmation of the registration of a Section 219 Covenant to restrict building on the RC3 zoned portion of subject property until completion of the subdivision.

#### Option 2 – Postpone Consideration

**THAT** Council postpone consideration of third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05).

#### Option 3 – Deny Application

**THAT** Council rescind first and second readings of City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05); and

**THAT** Council direct staff to close file Z 20-05.

### BACKGROUND

#### Proposal

This application proposes to amend the zoning designation of a portion of the subject property from the R1 – Single Detached Residential Zone to the RC3 – Single Detached Compact Residential Zone to support a future subdivision. The applicant is proposing to create one additional residential lot within the RC3 Zone, which could be developed with a Single Detached Dwelling.

### Overview of the Public Hearing

A Public Hearing was held on March 23, 2021. The City received a total of 35 written submissions including a 59 signature petition opposed to the rezoning. Of the 35 submissions, 11 were in support of the proposed rezoning.

Six (6) speakers addressed Council during the Public Hearing who were opposed to the proposed rezoning. The applicant also addressed Council to share their rationale for the proposed rezoning.

### Questions for Staff from Public Hearing

#### *Future Subdivision Process*

Confirmation on the future subdivision process and considerations was requested. If the rezoning application receives third reading, the applicant will apply for subdivision to create a new titled parcel on the portion of the property zoned RC3. The subdivision application will ensure the proposal meets all requirements prior to subdivision registration including proposed accesses, road requirements and servicing.

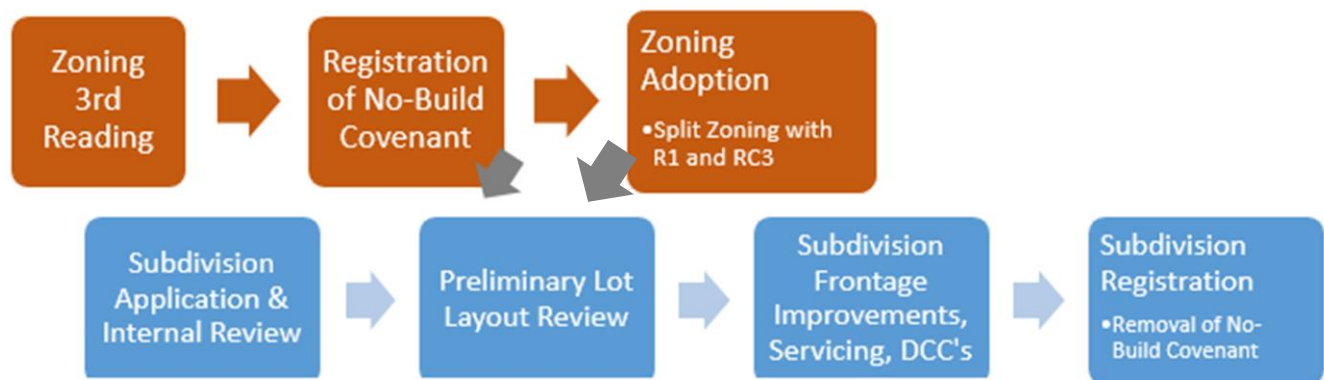


Figure 1 - Concurrent Application Process Flowchart

While the proposed subdivision layout does show the existing driveway partially encroaching on the new proposed lot area, there are no building encroachments. The driveway could be realigned to be completely within the remainder lot's boundaries, there is sufficient space on the proposed remainder lot to accommodate a standard width driveway. The final driveway location is determined after subdivision at building permit and is dependent on the future house layout and garage position. The driveway may be located on Crestview Road and/or on Hayman Road, depending on house layout, and must meet the City's Traffic Bylaw No. 0092, in particular:

*Crossings shall be located adjacent to the interior side lot line of a property and no closer than 7.5 metres (24.61 feet) at any point to the point of intersection of two highway right-of-way boundaries, or if one or more of the highways is a lane, within 4.5 metres (14.76 feet) of the intersection.*



The applicant provided a functional servicing report which did not identify any new servicing concerns. Any required road upgrades will be considered through the subdivision application and the City's Subdivision Approving Officer would determine whether to require the works to be completed by the applicant or to accept cash-in-lieu for the works. The application would go through a typical referral, design and construction process for subdivision applications. Once the subdivision was completed, the no-build covenant would be removed to allow construction on the new RC3 lot.

#### *Withdrawn Variance*

Confirmation regarding the status of the variance was requested. The applicant has withdrawn their Development Variance Permit application to reduce the required building setback from parcels in another zone. No variances are being requested as a part of this rezoning.

#### *Intersection Analysis*



### *Parking Requirements*

The City's Zoning Bylaw requires two off-street parking spaces for a single detached dwelling. In addition, the required 6.0m setback for a front facing garage ensures there is an adequate driveway length for vehicles to park in front of a garage without encroaching within the road right of way. The proposed remainder R1 Lot would require two (2) parking spaces for the principal residence and one (1) parking space for the one-bedroom secondary suite which is currently under construction. The proposed new RC3 lot would require two (2) parking spaces for the principal residence<sup>1</sup>.

Council could require registration or a restrictive covenant as a condition of the Zoning Amendment in order to require additional off-street parking spaces be provided and maintained on the subject property.

### *Households*

Confirmation on the City's regulations in relation to the number of long term rentals permitted within one dwelling was requested. The City's Zoning Bylaw does not regulate long term rentals, however it does define a household (a household being the user(s) of a dwelling unit).

A household is two or more related persons and is limited to not more than five un-related persons, including boarders.

If there is a group of related persons (i.e. a family) up to three additional un-related persons, including boarders, may make up the household. There is no maximum number of people who may make up a household if they are all related.



***Figure 3 - Household can be up to 5 un-related persons***



***Figure 4 - Household with 2 (or more) related persons can include up to 3 un-related persons***

### *Consultation*

In accordance with the City's Development Applications Procedures Bylaw No. 0260, notification of the Public Hearing was mailed to all properties within 100m of 2485 Hayman Road (27 notices) and the Public Hearing was advertised in two consecutive issues of the newspaper. Bylaw No. 0260 does not require applicants to undertake any formal neighbourhood consultation. However, it is understood that the applicant did undertake some door to door consultation in advance of the Public Hearing within the Lakeview Heights neighbourhood.

<sup>1</sup> The proposed new RC3 lot area (444 m<sup>2</sup>) is too small to permit a secondary suite.



## Official Community Plan Update

The review and update of the Official Community Plan (OCP) is in process with an anticipated completion of mid 2022. This process may provide further direction regarding expectations and identified locations for infill and compact housing development in more detail than the current OCP. This process may result in additional policy guidance for the Lakeview Heights neighbourhood in terms of appropriate infill development.

## **NEXT STEPS**

### Option 1 – Give 3rd Reading

Should Council choose to give third reading, staff will prepare the bylaw for consideration of adoption following registration of the No-Build Covenant. The City's Zoning Bylaw treats each split zoned area of one parcel as a separate parcel, therefore the no-build covenant is required as a temporary measure between the time the Zoning is adopted and the Subdivision process is completed. This ensures a second dwelling is not constructed prior to the new lot being created through subdivision.

### Option 2 – Postpone Consideration

Should Council postpone consideration of the proposed amendment bylaw, further direction to staff on how to proceed is required.

### Option 3 – Deny Application

Should Council deny the proposed amendment bylaw, the application will be closed in accordance with the Development Applications Procedures Bylaw No. 0260. Council shall not reconsider an application of this nature for the property for a period of six months.

## **COUNCIL REPORT / RESOLUTION HISTORY**

<b>Date</b>	<b>Report Topic / Resolution</b>	<b>Resolution No.</b>
March 23, 2021	Public Hearing Held	N/A
January 26, 2021	<b>THAT</b> Council give first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.100, 2021 (File: Z 20-05); and  <b>THAT</b> Council direct staff to schedule the proposed bylaw amendment for Public Hearing.	C067/21

**REVIEWED BY**

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

**Attachments:**

1. Zoning Amendment Bylaw No. 0154.100, 2021
2. Crestview Rd Sightlines Memo

**CITY OF WEST KELOWNA**

**BYLAW NO. 0154.100**

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

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

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

1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA ZONING AMENDMENT BYLAW NO. 0154.100, 2021".

2. Amendments

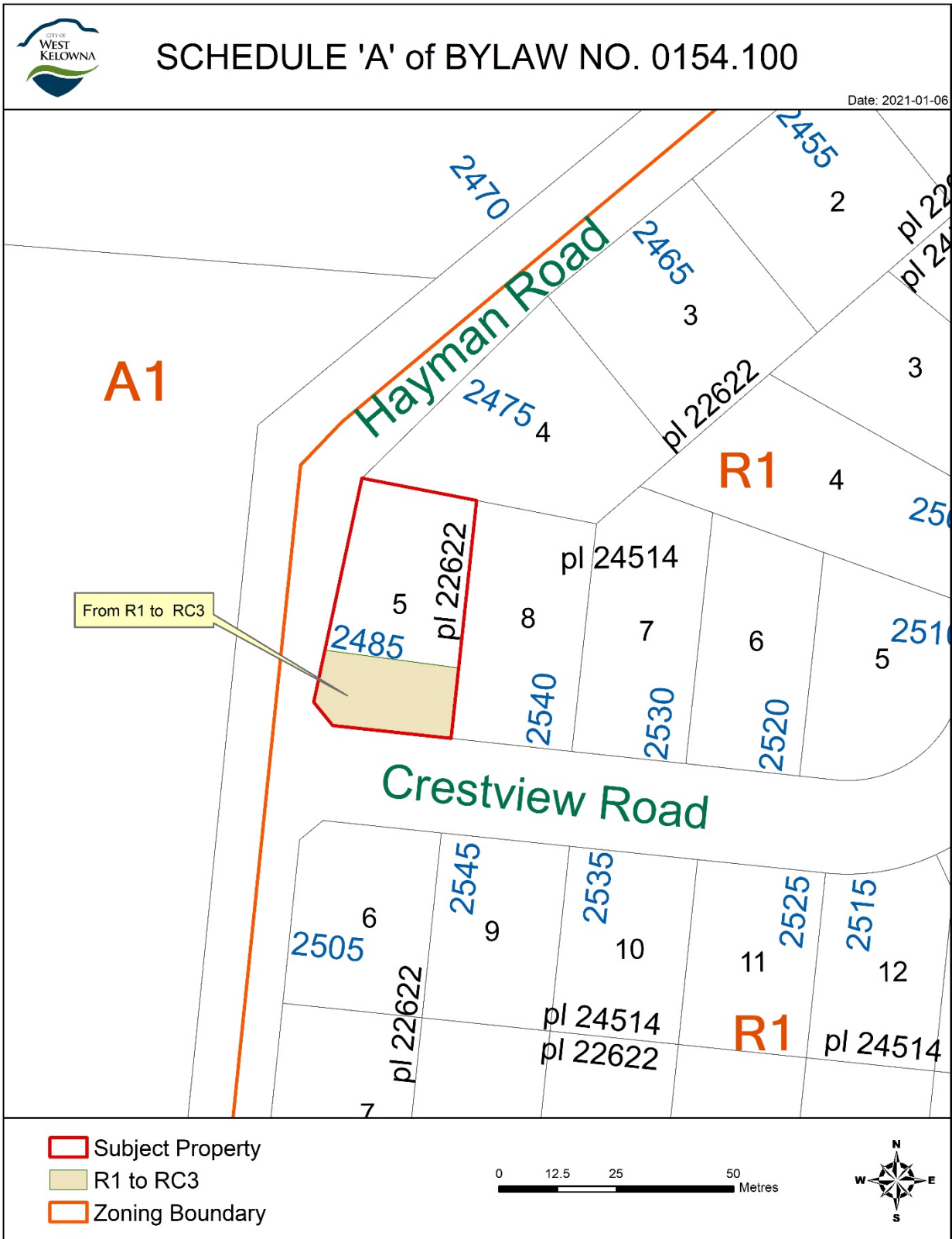
"Zoning Bylaw No. 0154" is hereby amended as follows:

- 2.1 By changing the zoning on Lot 5, District Lot 2689, ODYD, Plan 22622, as shown on Schedule 'A', attached to and forming part of this Bylaw, from Single Detached Residential (R1) to Compact Single Detached Residential (RC3).
- 2.2 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

READ A FIRST AND SECOND TIME THIS 26<sup>TH</sup> DAY OF JANUARY, 2021  
PUBLIC HEARING HELD THIS 23<sup>RD</sup> DAY OF MARCH, 2021  
READ A THIRD TIME THIS  
ADOPTED THIS

\_\_\_\_\_  
MAYOR

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





# Memorandum

Attention:	Bob Dargatz	File No.:	A21-002.012
Organization:	City of West Kelowna	Project:	Crestview Rd Sightlines
Phone:		Date:	March 30, 2021
Email:	<a href="mailto:Bob.Dargatz@westkelownacity.ca">Bob.Dargatz@westkelownacity.ca</a>	Revision:	0
cc:			

**RE: Crestview Rd Sightlines at Hayman Rd**

## 1 Introduction

Align Engineering Ltd (ALIGN) was retained by the City of West Kelowna to evaluate the sightlines from Crestview Road to Hayman Road related to the proposed rezoning of 2485 Hayman Road. This memorandum provides the results of the review.

## 2 Sightline Assessment

A site visit was conducted on March 26, 2021. Acceptable (largely unobstructed) sightlines were observed from Crestview Road looking right to the curve north of the intersection (**FIGURE 1**) and looking left to the south intersection with Stuart Road (**FIGURE 2**). Landscaping at 2505 Hayman Road was trimmed to maintain the sightline to the south.



**Figure 1: Crestview Rd Sightline to the North (Looking Right)**





**Figure 2: Crestview Rd Sightline to the South (Looking Left) – Landscaping Trimmed**

There are two types of sightlines that are designed for around intersections. They are stopping sight distance and turning sight distance. The stopping sight distance is the minimum requirement ensuring that those driving on the main road (i.e., Hayman Road) can see a vehicle entering the road and safely come to a complete stop. Turning sight distance is for a vehicle departing from the side road (i.e., Crestview Road) and ensures sufficient sightlines to look left and turn right and look right and turn left.

The minimum requirement for stopping sight distance along Hayman Road to the intersection exceeds 65 m for a 50km/h roadway. Turning sight distances are more constrained, but the sightlines are reasonably clear to provide nearly 80 m of sightline to the curve north of the intersection and 88 m to the south (see **FIGURE 3**). Design guidance for turning sightlines recommends 105 m of sightline to the north and 95 m to the south for a 50 km/h speed limit. However, the proximity of the intersection to the south and the horizontal curve to the north reduce operating speeds and the need for sight distances of these lengths.

### 3 Collision Data

The ICBC crash maps show no collisions at this intersection for the period of 2015 to 2019.

### 4 Conclusion

Based on the reasonably clear sightlines, sufficient stopping sight distances on Hayman Road, and no collision history in the latest five years of ICBC collision data, the sightlines are considered appropriate. The City should ensure that the proposed subdivision maintain the existing sightlines. These are made at intersections with corner cuts to ensure objects such as fences or landscaping do not block sightlines needed for intersection safety.





## Align Engineering Ltd

Page 3 of 3  
aligneng.ca



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Jayden Riley, Planner II

File No: Z 21-01

Subject: **Z 21-01; Zoning Amendment Bylaw No. 0154.103, 2021 (1st and 2nd Reading); 2377 Thacker Drive**

---

### RECOMMENDATION

**THAT** Council give first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.103, 2021 (File: Z 21-01); and

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

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

This application is proposing to rezone a 22,008 m<sup>2</sup> portion of the subject property, located at 2377 Thacker Drive, from Rural Residential Large Parcel (RU4) to Single Detached Residential (R1), to accommodate a 10-lot single family subdivision. An application to rezone the property was submitted previously under File Z 18-08 and eventually withdrawn. The proposal has now been revised and resubmitted under File Z 21-01 to limit rezoning to the upper bench portion of the property and exclude the existing single family dwelling from the proposed R1 area (*Attachment 1, Figure 1*).

PROPERTY DETAILS			
<b>Address</b>		2377 Thacker Drive	
<b>PID</b>		010-347-674	
<b>Folio</b>		36413417.000	
<b>Lot Size</b>		65,093 m <sup>2</sup>	
<b>Owner</b>	Lunelli Enterprises Ltd.	<b>Agent</b>	Protech Consulting
<b>Current Zoning</b>	Rural Residential Large Parcel (RU4)	<b>Proposed Zoning</b>	Single Detached Residential (R1) / Rural Residential Large Parcel (RU4)

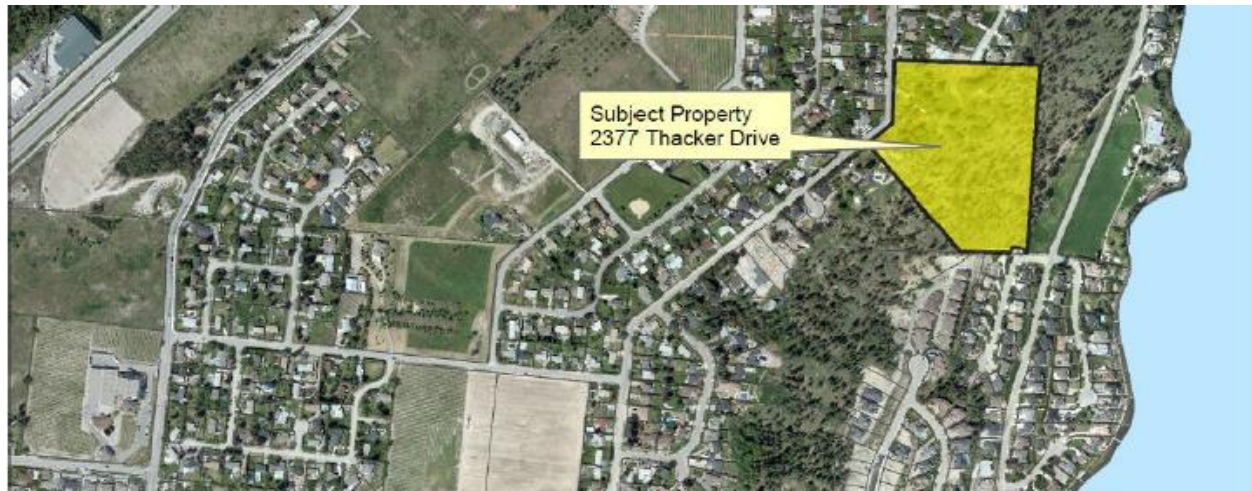


<b>Current OCP</b>	Single Family Residential / Resource Land	<b>Proposed OCP</b>	N/A
<b>Current Use</b>	Single Family Dwelling	<b>Proposed Use</b>	Single Family Subdivision
<b>Development Permit Areas</b>	Hillside, Environmental		
<b>Hazards</b>	Hillside (lower portion)		
<b>Agricultural Land Reserve</b>	No		

#### ADJACENT ZONING & LAND USES

<b>North</b>	^	Single Detached Residential (R1)
<b>East</b>	>	Rural Residential Large Parcel (RU4)
<b>West</b>	<	Single Detached Residential (R1)
<b>South</b>	v	Parks and Open Space (P1), Single Detached Residential (R1), Low Density Multiple, Family Residential (R3)

#### NEIGHBOURHOOD MAP



#### PROPERTY MAP



## Legislative Requirements

Council has the authority under S.479 of the *Local Government Act* to amend the Zoning Bylaw.

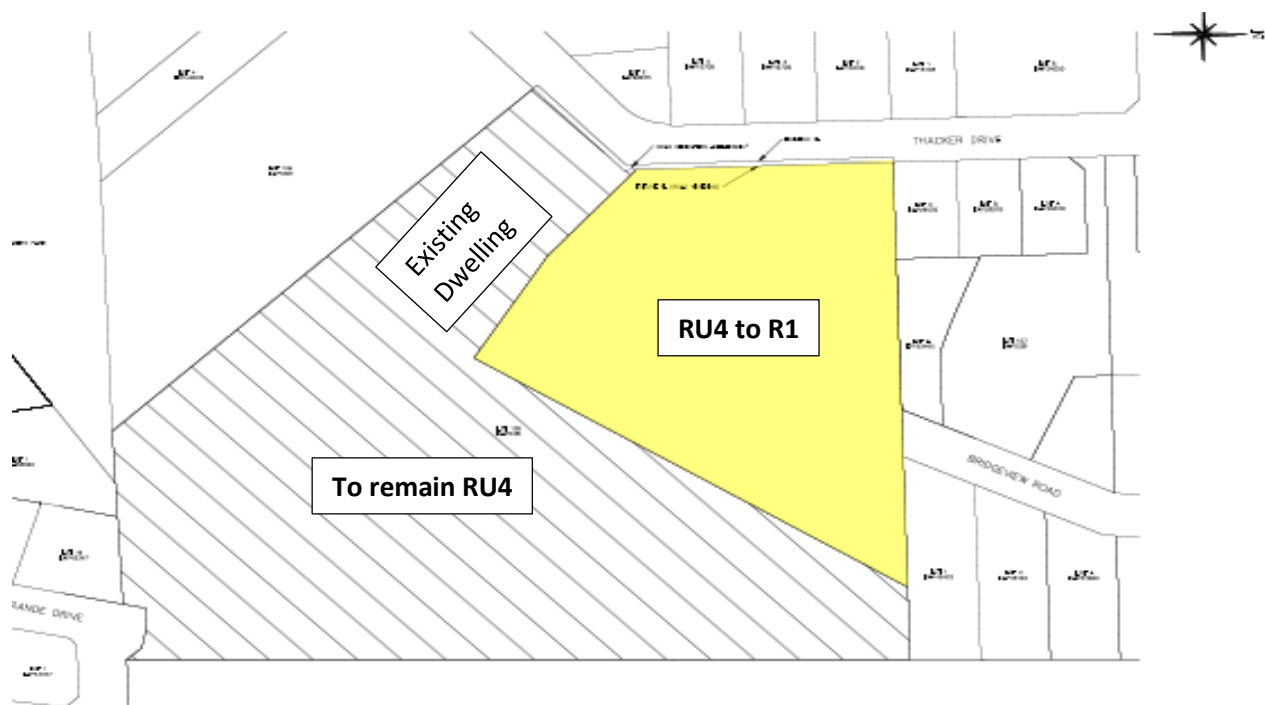
## DISCUSSION

### Background

The subject property is located in the Lakeview Heights neighbourhood, surrounded by Single Detached Residential (R1) to the north and west, Single Detached Residential (R1) and Parks and Open Space (Casa Palmero Park) (P1) to the south, and Rural Residential Large Parcel (RU4) to the east. The property contains an upper bench that fronts Thacker Drive and Bridgeview Road. Rezoning is intended to accommodate the future subdivision of the proposed R1 area and the extension of Bridgeview Road.

### Proposal

This application is proposing to rezone the upper bench portion of the subject property from Rural Residential Large Parcel (RU4) to Single Detached Residential (R1) to accommodate a 10-lot single family subdivision. The proposed R1 area is 22,008 m<sup>2</sup>, fronting Thacker Drive and Bridgeview Road (*Figure 1 and 2*).



**Figure 1:** site plan of proposed R1 area



## Policy and Bylaw Review

### Official Community Plan Bylaw No. 0100

The subject property has a split Land Use Designation (LUD) of Single Family Residential (SFR) to the north and Resource Land (RL) to the south. The intended built form of the SFR LUD includes single detached, duplex, carriage house, and compact or clustered housing. The purpose of the LUD is to provide traditional single family housing opportunities for families and encourage more land efficient compact housing forms.

The property is subject to Hillside and Environmental Development Permit Areas. Subject to rezoning, the applicant may be required to obtain a development permit prior to subdivision. Technical reports have been submitted with the application, outlined below, to confirm feasibility for rezoning purposes only. More detail may be required should a development permit be necessary.

### Zoning Bylaw No. 0154

The entire parcel is zoned Rural Residential Small Parcel (RU4). Rezoning the upper portion of the parcel to R1 is consistent with the existing LUD. The R1 Zone is intended to accommodate single detached residential use on parcels of land that are 550 m<sup>2</sup> and larger.



Figure 2: upper bench area (approximate) proposed for rezoning

## Technical Review

### Geotechnical

A geotechnical report was submitted by Beacon Geotechnical, concluding that the proposed residential development is feasible provided the recommendations of the report are included in the design and construction of the project. The report provides recommendations for site preparation, permanent cut and fill slopes, utility installation, building, and drainage.

### Environmental

An environmental assessment report was submitted with the application, which identifies Environmentally Sensitive Areas of the site and provides recommendations in context to the natural features of the subject property and Best Management Practices. According to the report, the proposed lots and R1 area are located in ESA 3 and ESA 4 areas (low environmental sensitivity), with ESA 1 and ESA 2 areas (high environmental sensitivity) located on the steep slope, located at the lower portion of the property (Figure 3).

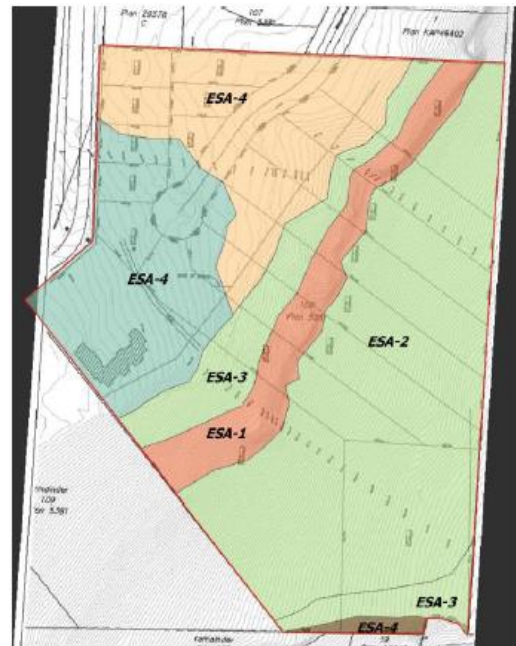


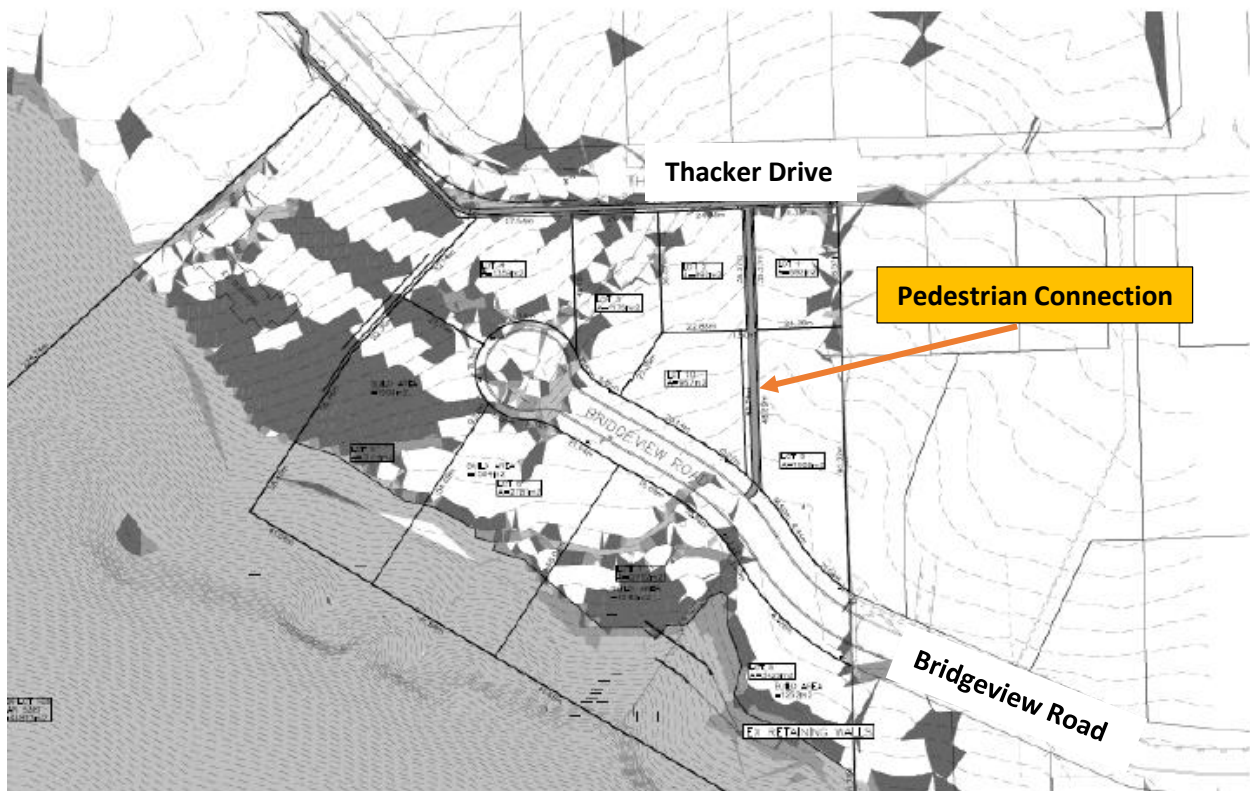
Figure 3: ESA Areas (Makonis, 2019)

### Roads and Servicing

A Functional Servicing Report was prepared by Protech Consulting, identifying existing and proposed water, sewer, storm, and road infrastructure required to service the future subdivision. Future subdivision is anticipated to include off-site upgrades to the lift station at 2252 Bridgeview Road and a standby generator, rock pits for storm water drainage on individual lots, a new water main, and the extension of Bridgeview Road. At time of subdivision, the applicant will also be required to improve the Thacker Drive Road Frontage. Further information related to servicing, and specifically storm drainage, will be presented at time of public hearing.

### Subdivision

The applicant has provided a preliminary subdivision plan of the proposed 10 lots within the proposed R1 area, including the Bridgeview Road extension and proposed public walkway and water SRW (Figure 4).



**Figure 4:** preliminary subdivision plan

### Wildfire Mitigation

A Wildfire Hazard Assessment Report, prepared by R.J.P. Holdings Ltd., was submitted with the application. The report identifies the existing wildland fire hazard rating of the lands and provides a prescription for the reduction of fire fuels in the forested areas. No temporary roads are proposed with this application, as opposed to the previous file, for development or wildfire mitigation purposes.



### Pedestrian Connectivity

The applicant is anticipated to resurface an existing 3.0 m wide pathway connecting Crestview Road to Thacker Drive (*Figure 5*), which currently provides a connection to Issler Park. The proposed subdivision is also expected to include a pedestrian connection to Thacker Drive from the Bridgeview Road extension (*Figure 4*), as well as road dedication and frontage improvements on Thacker Drive extending south-east to a future pedestrian crossing. These improvements will be included as conditions of rezoning.

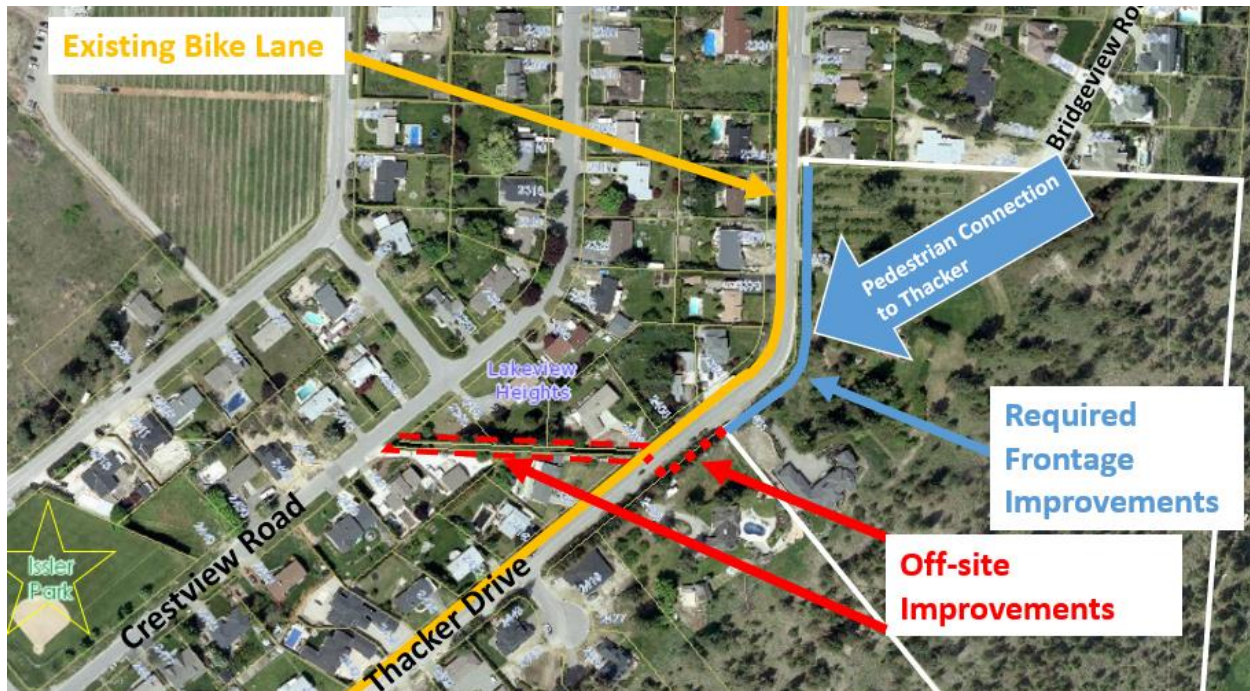


Figure 5: future pedestrian connection and off-site improvements

### **Referrals**

The application was referred to internal departments and external agencies. Many of the concerns identified in the previous application (File Z 18-08) have been addressed with this revised proposal by limiting development to the upper portion of the property. However, the off-site improvements identified from the previous application have been carried forward and will be committed to as a condition of rezoning. Staff have requested additional information specifically related to storm water, which will be provided at time of future consideration.

### Advisory Planning Commission

The application was presented to the APC on February 17, 2021. The APC raised concerns with the future stormwater and the steep nature of the parcel, but ultimately supported the rezoning application as proposed.

### **Public Notification**

In accordance with the City's Applications Procedures Bylaw No. 0260, Notice of Application signage has been installed on the property at Bridgeview Road and Thacker

Drive. Further notification will be required in advance of a Public Hearing, subject to Council giving first and second reading to the proposed zoning amendment.

## CONCLUSION

Staff recommend Council give first and second reading to the proposed zoning amendment bylaw based on the following rationale:

- The proposed R1 Zone is consistent with the underlying Single Family Residential Land Use Designation;
- The applicant will commit to offsite and frontage upgrades to improve pedestrian connections as part of rezoning; and
- The proposal is consistent with the neighbourhood character that is primarily composed of single family dwellings.

## Alternate Motion:

1. **THAT** Council **postpone** first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.103, 2021 (File Z 21-01).

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

2. **THAT** Council **deny** Zoning Amendment Bylaw No. 0154.103, 2021 (File: Z 21-01).

Should Council deny the zoning amendment bylaw, the application will be closed in accordance with the City's Development Applications Procedures Bylaw No. 0260 and the applicant may not apply for a similar application for a period of six (6) months.

## 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. ZB 0154.103

---

**CITY OF WEST KELOWNA**

**BYLAW NO. 0154.103**

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

---

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

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

1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA ZONING AMENDMENT BYLAW NO. 0154.103, 2021".

2. Amendments

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

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

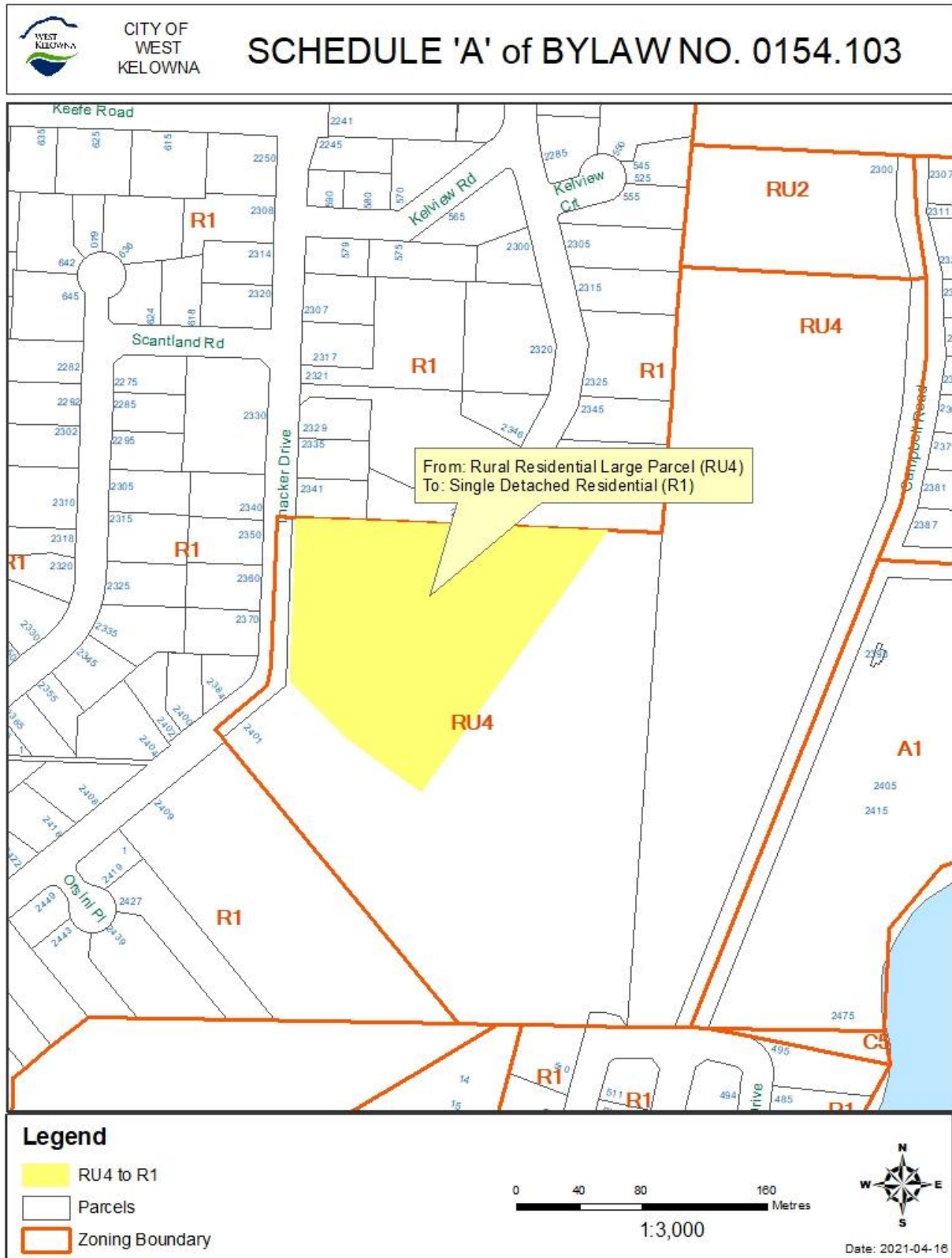
2.3 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

---

MAYOR

---

CITY CLERK







## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Hailey Rilkoff, Planner II

File No: DVP 21-03

Subject: **DVP 21-03; Development Variance Permit; 1526 Scott Crescent**

---

### RECOMMENDATION

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 21-03) for Lot 5 District Lot 3866 ODYD Plan 24396 (1526 Scott Crescent) to convert an existing structure to a carriage house by varying Zoning Bylaw No. 0154 as follows:

- S3.26.11 to permit a roof top deck
- S10.4.5(g).1 to reduce the required setback from 6.0 m to 0.35 m from a private access easement
- S10.4.6(b) to increase the maximum height of the carriage house wall from 6.5 m to 7.6 m from grade to the lower surface of the eave.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

The applicant has applied for a Development Variance Permit (*Attachment 1*) to facilitate the conversion of an existing accessory building to a carriage house. The property is developed with a single detached dwelling and an accessory building. The owner intends to convert the accessory building into a carriage house, however a number of variances are required in order for the existing structure to meet the carriage house regulations in the Zoning Bylaw.

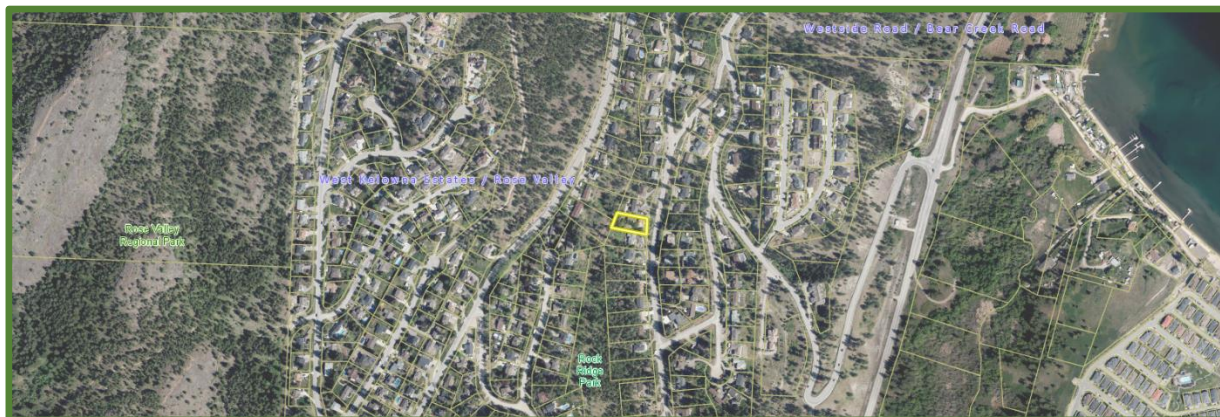
PROPERTY DETAILS			
<b>Address</b>		1526 Scott Crescent	
<b>PID</b>		005-944-341	
<b>Folio</b>		36415052.174	
<b>Lot Size</b>		0.38 Acres (1,537.8 m2)	
<b>Owner</b>	Karen and Bruce Armstrong	<b>Agent</b>	Karen Armstrong

<b>Current Zoning</b>	R1 – Single Detached Residential	<b>Proposed Zoning</b>	-
<b>Current OCP</b>	SFR – Single Family Residential	<b>Proposed OCP</b>	-
<b>Current Use</b>	Residential	<b>Proposed Use</b>	-
<b>Development Permit Areas</b>	Hside & Sensitive Terrestrial Ecosystem		
<b>Hazards</b>	n/a		
<b>Agricultural Land Reserve</b>	No		

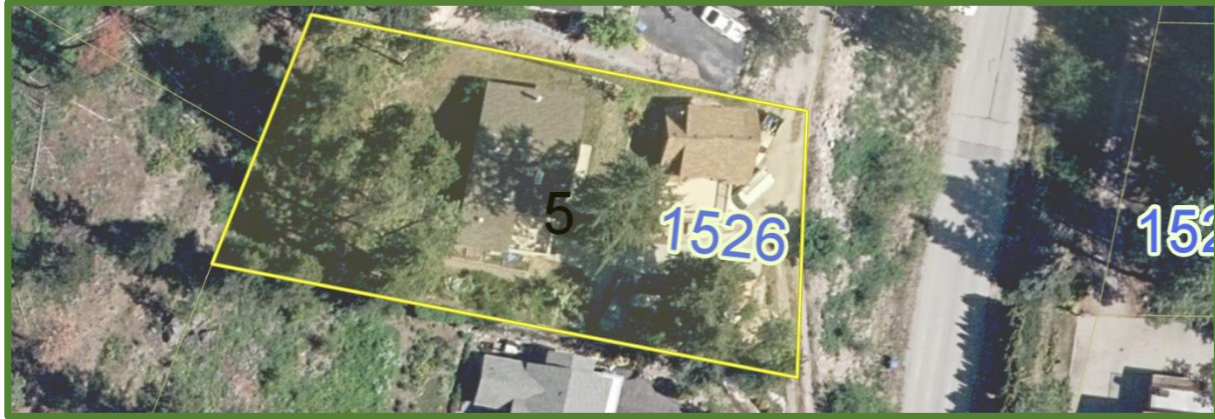
#### ADJACENT ZONING & LAND USES

<b>North</b>	^	R1 – Single Detached Residential
<b>East</b>	>	R1 – Single Detached Residential
<b>West</b>	<	R1 – Single Detached Residential
<b>South</b>	v	R1 – Single Detached Residential

#### NEIGHBOURHOOD MAP



## PROPERTY MAP



### History

The subject property has been developed with a single detached dwelling and accessory building. The dwelling was constructed in 2003, and a two storey accessory building was added later in 2008 under Building Permit (BP2008-0042). At the time the accessory building was constructed, it met the requirements for Zoning Bylaw No. 871. The accessory building had garage space on the lower floor and an upper, un-finished space that was identified as a “bonus room” on the Building Permit drawings. Bylaw No. 871 did not permit carriage houses in the R1 Zone.

In August of 2020, a Building Permit was issued to finish the interior of the upper floor of the accessory building.

A Stop Work Order was issued for the property in September of 2020 as it was identified that there had been unpermitted works within the principal dwelling as well as an unauthorized secondary suite.

### Proposal

The owners now propose to convert the existing accessory building to a carriage house. However, the existing structure does not meet a number of the City’s regulations for carriage houses in Zoning Bylaw No. 0154. The owners are currently working with the City’s Building Department to address the unpermitted works within the principal dwelling and to decommission the unauthorized suite.



**Figure 1 - Proposed Carriage House Floor Plan**

## Variances

### *Access Easement*

At the time the accessory building was constructed, Zoning Bylaw No. 871 did not require building setbacks from private access easements. The existing accessory building is located 0.57 m from the private access easement. A variance is required to reduce the required setback from the proposed carriage house to the private access easement to 0.57 m (*Figure 2*).

### *Roof Top Deck*

The existing accessory building was constructed with a roof top deck. Both Zoning Bylaw No. 871 and No. 0154 do not restrict above ground patios or roof top decks for accessory buildings. However, the Zoning Bylaw does not permit roof top decks for carriage houses. A variance is required to allow the roof top deck to remain (*Figures 1 & 3*).

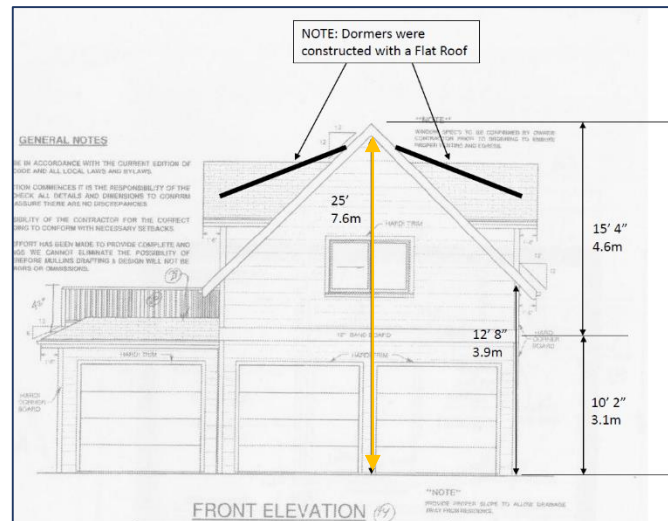
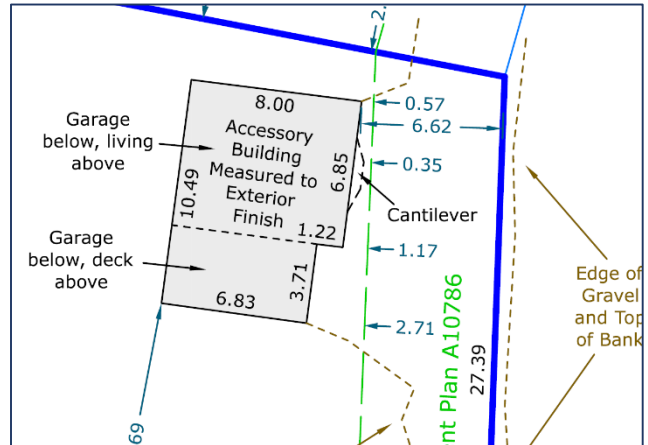
### *Height*

The existing accessory building was constructed to meet the required height for accessory buildings under Zoning Bylaw No. 871. Accessory Buildings were permitted to a maximum of two storeys and the maximum height of 5.0 m was measured from the average elevation of the rear parcel boundary. As this lot sloped upwards from the road, the elevation of the rear parcel boundary is significantly higher than the highest point of the building.

While Zoning Bylaw No. 0154 has a similar height requirement for the overall structure, there is also a requirement for the maximum height of any carriage house wall face to be no more than 6.5 m from the foot of the wall to the lower surface of the eave. A variance is required to increase the maximum height of the front carriage house wall face to 7.6 m to the underside of the eave (*Figure 3*).

### Applicant Rationale

The owners have provided a proposal summary which outlines their rationale for the proposed variances (Attachment 2). The applicant identifies that they are the only users of the private access easement as each neighbouring property who is also a party to the





easement has their own separate driveways and accesses. The owners identified that the deck provides access to the proposed carriage house and that the deck would not impact adjacent neighbours. The owners propose to incorporate screening around the deck to ensure privacy. As the accessory building is an existing structure, the owner feels it would be difficult to reduce the height in order to meet the existing Zoning Bylaw requirements.

The applicants have also indicated that they have discussed the proposed carriage house conversion with their neighbours and that no issues were identified.

### Policy and Bylaw Review

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

The City's OCP includes various objectives and policies for residential lands which encourage sensitive infill housing, in various forms including carriage houses, which complement the form and scale of adjacent buildings. Carriage houses provide sensitive infill housing and are encouraged within the Single Family Residential future Land Use Designation.

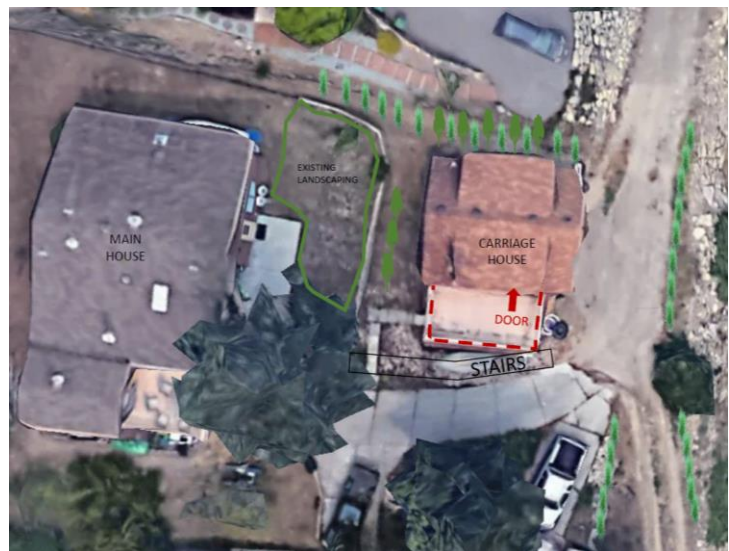
#### *Zoning Bylaw No. 0154*

The City's R1 Single Detached Residential zone permits carriage houses, however the carriage house regulations in Section 3.26 of the Zoning Bylaw must be met. In this case, the proposed carriage house does not meet a number of the carriage house regulations as it was built as an accessory building under a previous Zoning Bylaw with different regulations.

As required by the Zoning Bylaw, the total floor area of the carriage house is 53 m<sup>2</sup>, there is a separate exterior entrance for the carriage house (off of the roof top deck) and there is parking within the same building to permit a 1.5 storey carriage house.

The applicant has indicated that there is ample space on-site for parking outside of the private access easement. The bottom floor of the proposed carriage house has space for up to three vehicles and there is a separate driveway and parking areas adjacent to the proposed carriage house and below the principal dwelling. This meets the required on-site parking requirements in the Zoning Bylaw.

In addition the applicant has proposed to install landscaping to address the required solid screening between the proposed carriage house and the adjacent residential parcel to the North.



**Figure 4 - Proposed Landscape Plan**

	<b>Zoning Bylaw 0154</b>	<b>Existing/Proposal</b>
<b>Carriage House Regulations</b>		
<b>Maximum Floor Area</b>	90 m <sup>2</sup> or 75% of principal dwelling	53 m <sup>2</sup>
<b>Height</b>	6.5 m or 1.5 storeys	1.5 storeys
<b>Single Building Wall Face Height</b>	6.5 m	7.6 m (variance required)
<b>Above Ground Patios</b>	Not Permitted	Existing Deck (variance required)
<b>R1 Zone Permitted Uses</b>		
<b>Relevant Permitted Uses</b>	Single Detached House Secondary Suite Carriage House	Single Detached House Carriage House
<b>R1 Zone Development &amp; Siting Regulations</b>		
<b>Max Density</b>	1 single detached dwelling 1 secondary suite or carriage house	1 single detached dwelling 1 carriage house ( <i>BP required to decommission existing suite</i> )
<b>Setback from Private Access Easement</b>	4.5m or 6.0m for a front facing garage	0.57 m (variance required)
<b>Required Parking</b>		
<b>Single Detached House</b>	2 per dwelling	2 spaces in garage
<b>Carriage House</b>	1 per 1 bedroom dwelling	1 space in driveway

### Technical Review

No outstanding issues were identified in regards to the proposed variances in order to convert the existing accessory building into a carriage house.

### *Planning*

The reduced setback from the private access easement is not anticipated to cause negative impacts as there is sufficient space for parking outside of the easement area or in the garage for residents of the principal dwelling, carriage house and visitors. The terms of the access easement require the area to be free and clear of parked vehicles. As the applicant has indicated, this access easement is primarily used to access the subject property, as the neighbouring properties have their own driveways.

The roof top deck is existing and is setback enough from the adjacent property boundaries that it is not anticipated to create privacy issues. The height of the existing structure was in compliance with Zoning Bylaw No. 871 when constructed, as there was no height restriction for single building wall faces.

### Legislative Requirements

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

### Public Notification

In accordance with the *Local Government Act*, 35 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**

It is recommended that Council approve the proposed variance application DVP 21-03 to permit the conversion of an existing accessory building into a carriage house. The carriage house is proposed within an existing structure that was constructed to meet the required regulations and setbacks of the day under Zoning Bylaw No. 871. It is not anticipated that the proposed carriage house would create significant negative impacts.

### **Alternate Motion:**

**THAT** Council deny the issuance of a Development Variance Permit (DVP 21-03) for Lot 5 District Lot 3866 ODYD Plan 24396 (1526 Scott Crescent).

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. DRAFT DVP 21-03
2. Applicant's Rationale Letter
3. DVP 21-03 GIS Notification Map



**CITY OF WEST KELOWNA  
DEVELOPMENT VARIANCE PERMIT  
DVP 21-03**

To: Karen and Bruce Armstrong  
1526 Scott Crescent  
West Kelowna, BC V1Z 2X6

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 5 District Lot 3866 ODYD Plan 24396 (1526 Scott Crescent)**

3. This Permit allows for the conversion of an existing accessory building to a carriage house with a roof top deck and increases the height of a single building wall face in accordance with Schedule A. This permit also decreases the required setback from a private access easement in accordance with Schedule B. Specifically, this permit varies the following sections of Zoning Bylaw No. 0154:
  - **S3.26.11** to permit a roof top deck on the carriage house;
  - **S10.4.5(g).1** to reduce the required setback from 6.0 m to 0.35 m from a private access easement; and
  - **S10.4.6(b)** to increase the maximum height of the carriage house wall from 6.5 m to 7.6 m from grade to the lower surface of the eave.
4. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit.
5. **This Permit is not a Building Permit.**

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

ISSUED ON

Signed on

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

Schedules:

- A. Development Drawings
- B. Surveyed Site Plan, prepared by Summit Land Surveying, dated March 17, 2021



NOTE: Dormers were  
constructed with a Flat Roof

## Height of Proposed Carriage House

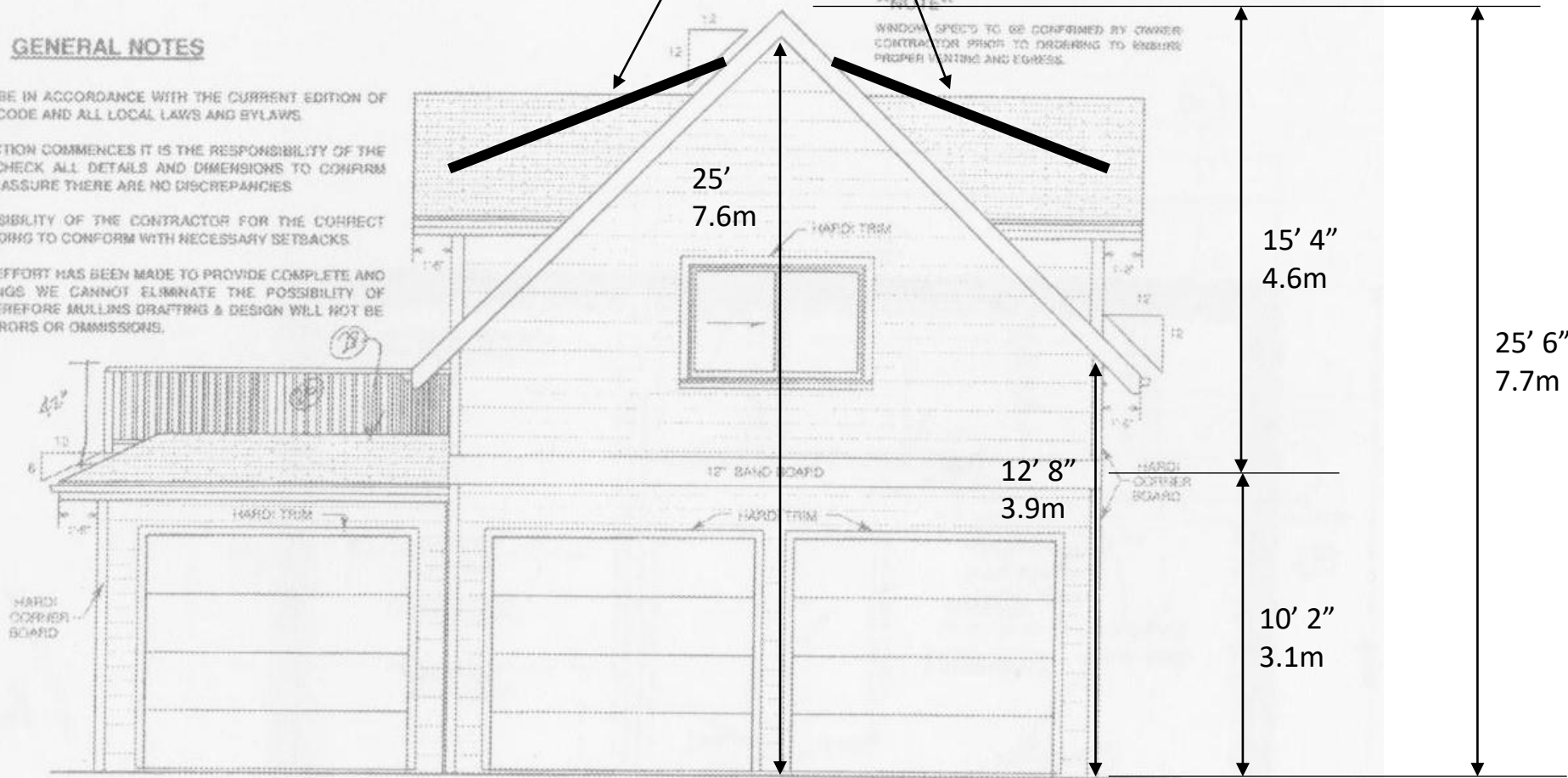
### GENERAL NOTES

ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE AND ALL LOCAL LAWS AND BYLAWS.

BEFORE CONSTRUCTION COMMENCES IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CHECK ALL DETAILS AND DIMENSIONS TO CONFIRM ACCURACY AND TO ASSURE THERE ARE NO DISCREPANCIES.

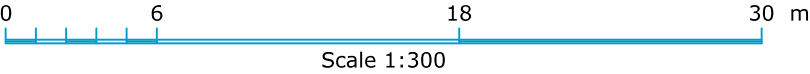
IT IS THE RESPONSIBILITY OF THE CONTRACTOR FOR THE CORRECT SITING OF THE BUILDING TO CONFORM WITH NECESSARY SETBACKS.

ALTHOUGH EVERY EFFORT HAS BEEN MADE TO PROVIDE COMPLETE AND ACCURATE DRAWINGS WE CANNOT ELIMINATE THE POSSIBILITY OF HUMAN ERROR, THEREFORE MULLINS DRAFTING & DESIGN WILL NOT BE LIABLE FOR ANY ERRORS OR OMISSIONS.



FRONT ELEVATION

SITE PLAN OF PART OF LOT 5, DISTRICT  
LOT 3866, ODYD, PLAN 24396



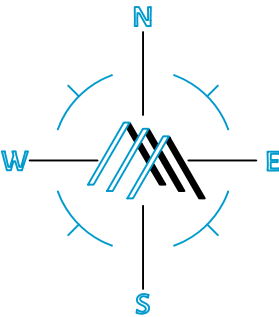
The intended plot size of this plan is 432mm in width by 280mm in height (B-size) when plotted at a scale of 1:300.

Address: 1526 Scott Crescent, West Kelowna, BC  
PID: 005-944-341

NOTE: Lot dimensions, area, and offsets to boundaries shown may vary upon completion of a comprehensive legal survey.

- The parcel is subject to charges on title:
- Statutory Building Scheme H57401
  - Easement H63634

Field survey dated March 16, 2021.

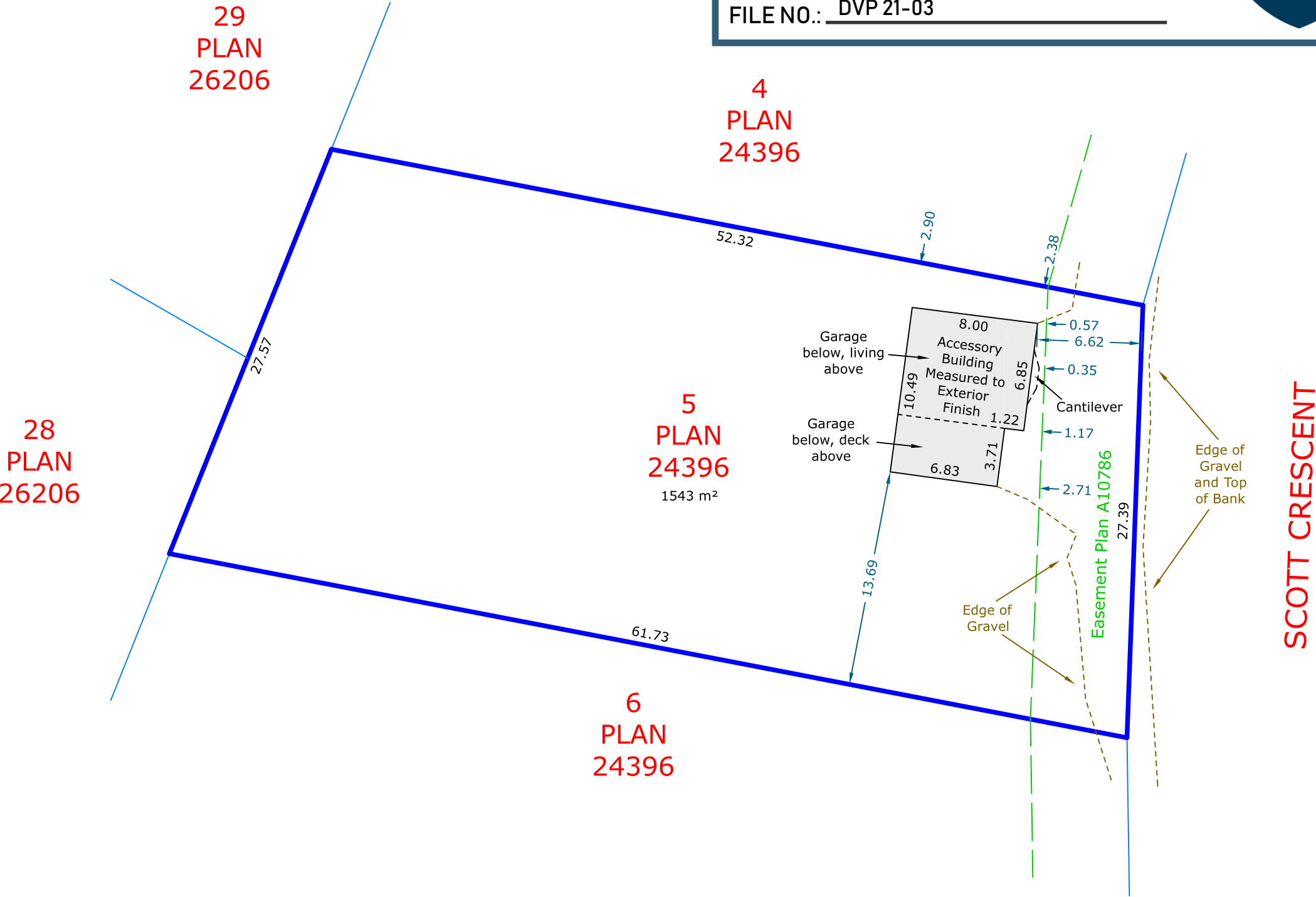


CITY OF WEST KELOWNA  
PLANNING DEPARTMENT



SCHEDULE: B

FILE NO.: DVP 21-03



## Development Variance Proposal Summary

1526 Scott Crescent

Karen and Bruce Armstrong

**We are proposing the development of an existing auxiliary building, built in 2008, into a carriage house on our property. We require three Development Variances to move ahead with the development.**

- 1) The distance allowed from a carriage house to a private easement. We are requesting the existing garage setback be reduced from 6.0m to 0.35 m.**
  - a. The garage and auxiliary building location were approved by District of Westside in 2008, at the distances of **0.67m - 2.71m** from our private easement. The cantilevered window is located **0.35m** from the easement (easement plan A10786) See attached survey sketch.
  - b. The City of West Kelowna recommends 6.0m front parcel setback from private easement for a carriage house.
  - c. The private easement offers us access to our property. We are the only ones using the access as a driveway. Our neighbours do not use the access as they have their own driveways and access.
  - d. The carriage house is located 25.3m (83') from the C/L roadway of Scott Crescent.
  - e. The carriage house is not easily seen from Scott Crescent as there is a very steep slope up towards our property with a setback of another 9.7m from the edge of slope.
  - f) We do not feel the location of the carriage house will have a negative impact on the neighbours or neighbourhood.
  - g) We have been in consultation with our neighbours regarding the location of the carriage house and proximity to the easement. Our neighbours do not have any issues regarding the location of the carriage house.



**AERIAL VIEW OF DRIVEWAY EASEMENT**  
2019 Orthographic Mapping

1526 Scott Crescent





# **SITE PLAN OF PART OF LOT 5, DISTRICT LOT 3866, ODYD, PLAN 24396**

0 6 18 30 m  
Scale 1:300

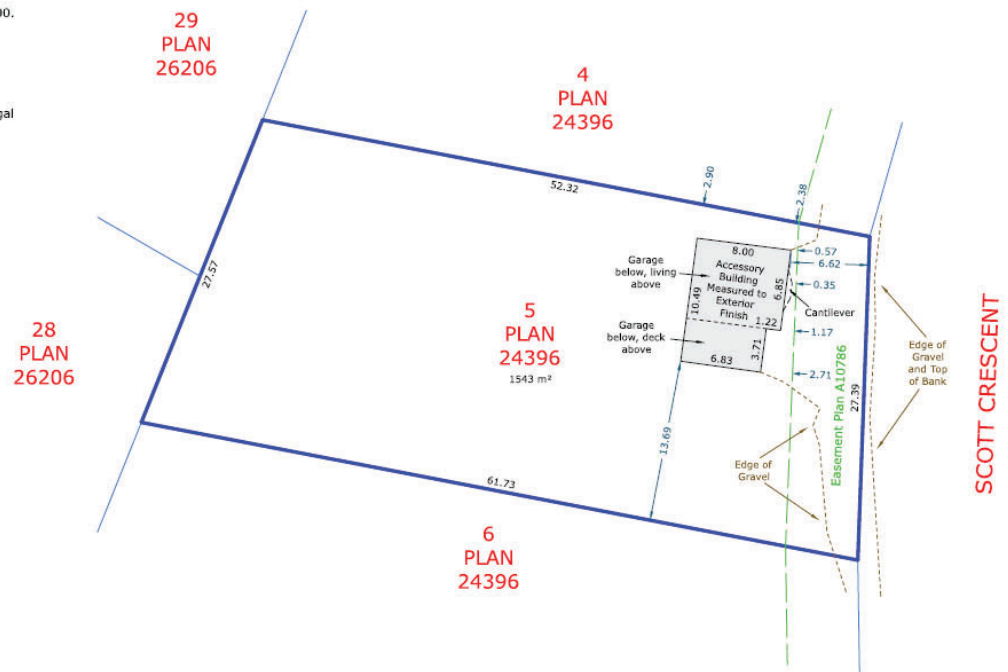
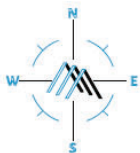
The intended plot size of this plan is 432mm in width by 280mm in height (B-size) when plotted at a scale of 1:300.

Address: 1526 Scott Crescent, West Kelowna, BC  
PID: 005-944-341

NOTE: Lot dimensions, area, and offsets to boundaries shown may vary upon completion of a comprehensive legal survey.

The parcel is subject to charges on title:  
• Statutory Building Scheme H57401  
• Easement H63634

Field survey dated March 16, 2021.



Summit Land Surveying  
Operated by Fusion Land Surveying Ltd.  
236.457.4550 - www.summitsurveying.ca  
File: 21027-PL Date: March 17, 2021 FB: 5

**SURVEY PLAN prepared by Summit Land Surveying**  
March 16, 2021

Page 128 of 147

**2) The existing attached deck is more than 2' above ground level.**

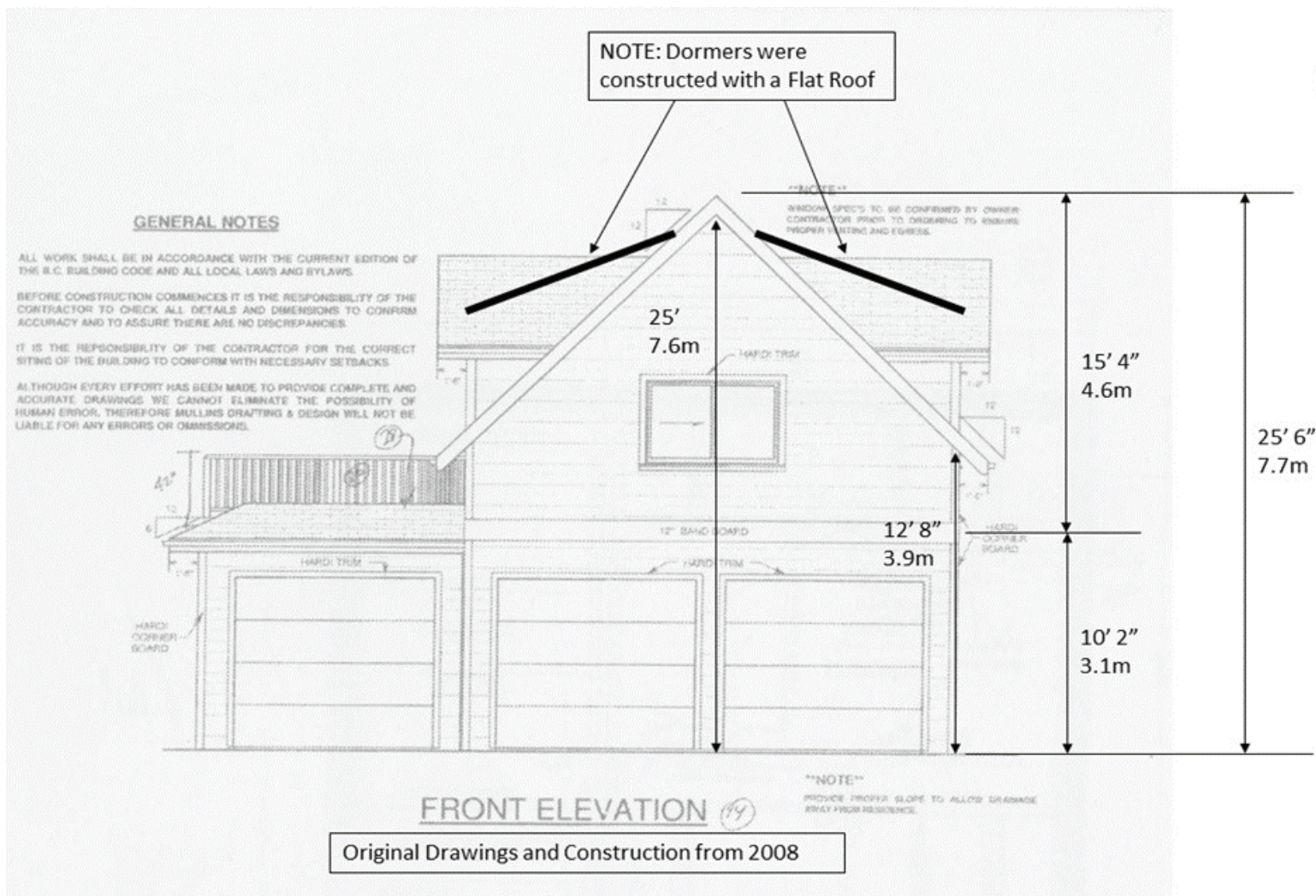
- a. Access to the carriage house will be difficult if the front deck is not allowed. The front door of the carriage house is located on the deck.
- b. The existing deck will not impact adjacent neighbours regarding their privacy and continued enjoyment of their yards or their own decks. Our neighbours to the North of us cannot see the carriage house deck and our neighbours to the South do not have a clear view of the deck due to the many trees and bushes on our properties. Our neighbours to the East and West are too far away to have a view of the deck.
- c. We will incorporate screening around the deck to ensure privacy for everyone, including us and the person living in the carriage house. Screening could be higher railing, privacy screens or possibly a free-standing pergola.
- d. We live in the home behind the carriage house and will ensure the tenant is respectful while using the outdoor space.
- e. We do not believe the deck will have a negative impact on the neighbours or neighbourhood.
- f. We have been in consultation with our neighbours regarding the deck. Our neighbours do not have any issues with the deck location.





**3) Height of Garage and Carriage House exceeds the recommended 6.5m (21.5') We are requesting the single building wall face to be increased from 6.5 m to 7.6m**

- The existing single building wall face is 7.6m.
- The building already exists therefore making it difficult to change the height.
- We do not believe the additional height of the wall face will have a negative impact on the neighbours or neighbourhood.
- The principal dwelling is set back on the property and located at a much higher elevation which offers a clear difference between principle dwelling and smaller carriage house. The carriage house looks like a carriage house and not like a second dwelling.



### **Additional Notes:**

1. We have had consultation with our neighbours adjacent to us on both sides and they are all supportive of us developing a carriage house. A carriage house and extra parking spot does not impact the use of the driveway access easement. [REDACTED] occasionally use the private easement to back their boat into their driveway and have no concerns about the location of carriage house and easement.
2. We have talked to our neighbours regarding the attached deck and this is not a concern to them, it will not affect the enjoyment of their own property. [REDACTED] have no concerns with us having a carriage house and wish us the best of luck with it.
3. We have more than enough off-street parking to accommodate a one-bedroom carriage house. (**See Off-Street Parking Map**)
4. We will supply the appropriate screening around the carriage house to ensure privacy. (**See N Landscape Plans**)
5. There is a need in West Kelowna for more rental opportunities.
6. We want to support our community by renting to a long-term renter rather than short-term renters as many people are starting to do.
7. The proposed carriage house fits well within the neighbourhood demographics. Several homes along Scott Crescent currently support secondary suites and others rent out their entire homes. The neighbourhood has evolved into a “mixed” single family community.
8. The architectural style of the carriage house with its high roof peak and dormer sides, reflects a mountain chalet style and looks very different than the principle dwelling.
9. The structure has existed since 2008 and is finished on the outside. This will avoid any further construction disturbance to our neighbours.
10. Water, Sewer, Electric and Gas have previously been installed. We need to add a water meter according to carriage house regulations.
11. We have been approached by neighbours asking about renting our carriage house to a family member, enabling them to live closer to their loved ones.

### **History regarding the garage and carriage house:**

We purchased our property at 1526 Scott Crescent in the Fall of 2018 believing the auxiliary structure above the garage was a legal/permitted Carriage House. We were given plans by the previous owner showing the development and construction of the carriage house in 2008. Our realtor and building inspector did not indicate it was anything other than a carriage house. In 2020 we contacted the City of West Kelowna and applied for a Building Permit to finish the interior only to find out that it was not approved for a carriage house.

After reading through the **Official Community Plan No. 0100**, we feel a carriage house fits well within the communities need for more long-term rental opportunities.

**3.26 Carriage House regulations**, we meet most of the carriage house regulations, with the exception of three building construction concerns which we have addressed in this summary.



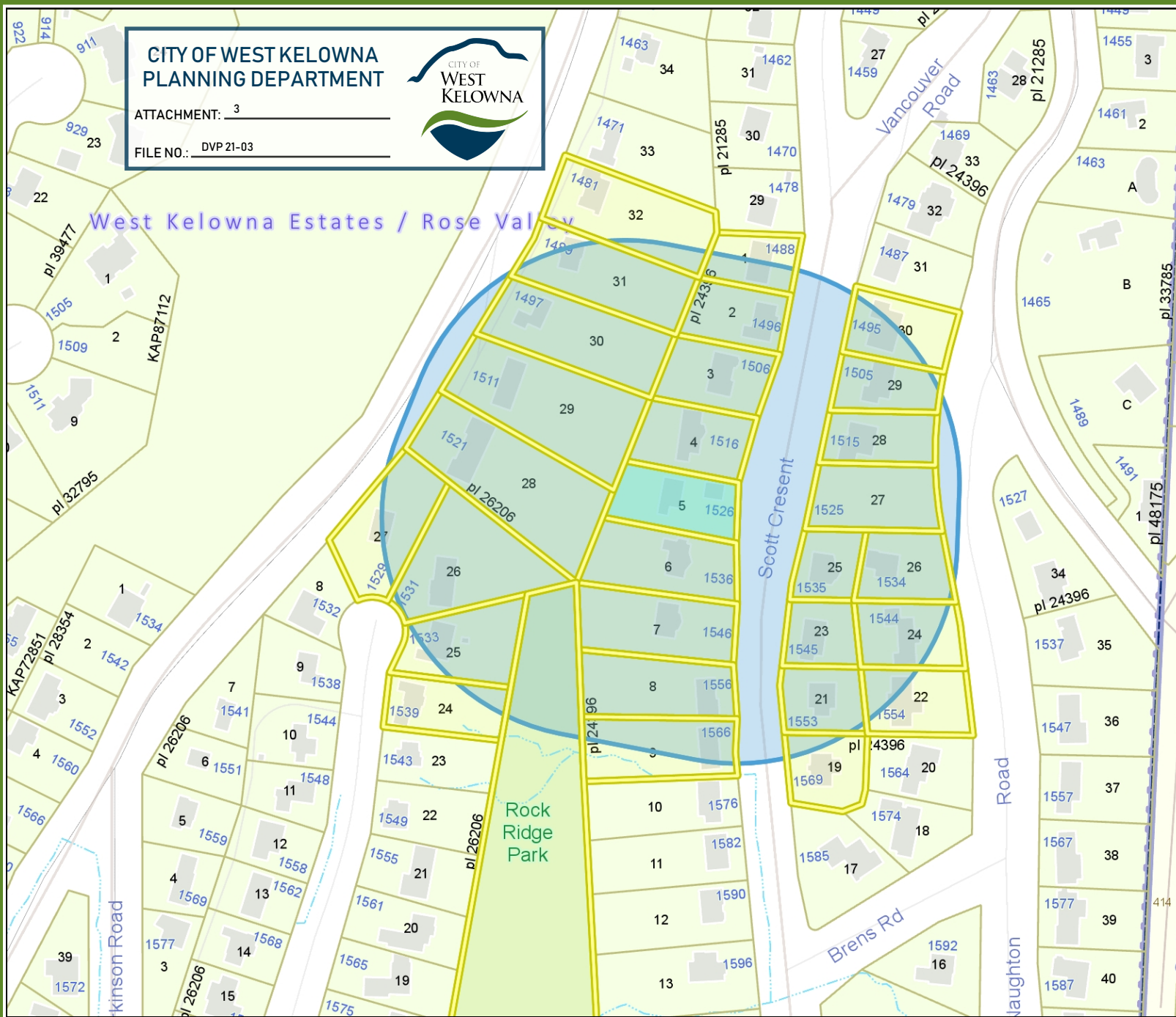
# CITY OF WEST KELOWNA PLANNING DEPARTMENT



ATTACHMENT: 3

FILE NO.: DVP 21-03

West Kelowna Estates / Rose Valley



## GIS Notification Mail Map (DVP 21-03)

### 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 : 2,500

### Notes

0 64 127 Meters

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

© City of West Kelowna

Map Produced on: 3/29/2021 3:20:07 PM



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





## COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Mike Cain, Bylaw Services Manager

File No: 0028.70

Subject: **Fees and Charges Bylaw – Amendment to the Excessive Nuisance Abatement Fees**

---

### RECOMMENDATION

**THAT** Council adopt City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.70, 2021.

### STRATEGIC AREA(S) OF FOCUS

**Foster Safety and Well-being** – to pursue policing and other services that foster safety and well-being.

### BACKGROUND

Council consideration is requested for increasing the Excessive Nuisance Abatement Fees set out in Schedule 10 of the City of West Kelowna's Fees and Charges Bylaw No. 0028, 2009, as set out below:

#### **Current Fees**

- a) RCMP Nuisance Service Call - \$100.00/call
- b) Fire Services Nuisance - \$100.00/call
- c) Other District Staff Nuisance Service Calls - \$75.00/call

#### **Proposed Increase**

- a) RCMP Nuisance Service Call - \$500.00/call
- b) Fire Services Nuisance - \$500.00/call
- c) Other City Staff Nuisance Service Calls - \$500.00/call

Excessive Nuisance Abatement Fees are fees imposed by municipalities to the owner(s) of real property where the RCMP, Fire Department, and/or City Officials have been required to attend the property on a frequent basis in response to, or for the abatement

of nuisance conduct, activity, or condition of a property. These fees are for the protection and enhancement of the well-being of the City. These fees allow municipalities to charge property owners for the costs associated when responding to excessive nuisance calls that involve private property. These fees assist in putting the onus on the property owner to comply with the City's Bylaws, and maintain their property to a level acceptable by community standards. Additionally, these abatement fees are intended to motivate property owners to take an active role in the day to day conditions or activities on the property they are legally responsible for.

The criteria for applying nuisance abatement fees is as follows:

Good Neighbour Bylaw No. 0151 Section 9 states:

9.1 Where a member of the RCMP, a Bylaw Enforcement Officer, and or City official is required to respond to a real property for:

- (a) more than one nuisance service call within a twenty-four (24) hour period; or
- (b) more than three nuisance service calls within a twelve (12) month period; the owner of the real property shall be liable to pay an excessive nuisance abatement fee in accordance with the City's Fees and Charges Bylaw - Bylaw Enforcement Fees and Fines.

9.2 Before imposing an excessive nuisance abatement fee, written notice shall first be provided to the owner of the real property:

- (a) describing in detail the nature of the nuisance conduct, activity or condition that occurred, or was maintained or permitted in, on or near the real property; and
- (b) advising the owner that excessive nuisance abatement fees will be imposed for each additional nuisance service call to the same real property and that the imposition of such fees is in addition to the City's right to seek other legal remedies or actions for abatement of the nuisance.

9.3 Excessive nuisance abatement fees shall be paid by the owner on receipt of an invoice from the City. If the amount of each invoice is not paid in full before the 31st day of December in the year received, on written notice to the owner, the amount shall be added to and form part of the taxes on the real property, as taxes in arrears.

9.4 An owner may, within 30 days of receipt of an invoice demanding payment of excessive nuisance abatement fees, by written request to the Corporate Officer, seek to have Council reconsider the requirement to pay, or the amount of, the excessive nuisance abatement fees.

The Good Neighbour Bylaw was adopted April 28, 2009 and the Nuisance Abatement Fees were established at that time and have remained unchanged.

## DISCUSSION

Properties causing significant ongoing nuisances can disrupt entire neighborhoods. Nuisance properties often negatively affect everyone's right to peaceful enjoyment of their own property. Typical nuisance complaints where the fee would be applied are unsightly premises, frequent noise complaints, and criminal activities that cause nuisances, and non-permitted parking violations on the property.

Since the establishment of the Nuisance Abatement Fees in 2009, the fees have remained unchanged and no longer reflect the cost to the municipality for the attendance of Bylaw Officers, the RCMP, or the Fire Department to abate nuisance activities.

The fee is intended to take into consideration hourly wages for the Officers on site, vehicle use costs, and administrative time. As well, properties deemed a nuisance property typically require escalating enforcement options, which frequently involve the filing of court documents, management review, and subsequent court appearances in an effort to achieve compliance.

The following are examples of other municipalities' nuisance abatement fees:

Kelowna - \$250.00/call

Nanaimo - \$250.00/call

Penticton - \$200 for RCMP and City Staff, \$400 for Fire Department/call

Surrey - \$867.50/call

The proposed nuisance abatement fee increase to \$500.00 represents an estimated average full cost of responding to a nuisance call. The proposed fee increase is intended to motivate owners to work diligently to obtain compliance promptly, and reduce repeat offenders.

## COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
April 6, 2021	<b>THAT</b> Council gives first, second and third reading to the City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.70, 2021. <u>CARRIED UNANIMOUSLY</u>	<b>C131/21</b>

## CONCLUSION

An increase to the Nuisance Abatement Fees would apply a firm but fair motivation/deterrent on property owners who frequently fail to ensure their property is

managed and cared for in a reasonable manner so as not to affect others in their neighbourhood. The cost of continued nuisance activity requiring the attendance of City Staff or the RCMP should not be borne by the law-abiding neighbours, but rather those who are legally responsible.

**Alternate Motion:**

**THAT** Council postpone the adoption of Fees and Charges Bylaw Amendment Bylaw No. 0028.70

Should Council wish to postpone adoption, it is requested Council provide direction on any further information that is required before rescheduling the bylaw for Council's consideration.

**REVIEWED BY**

Mark Koch, Director of Development Services

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachment: Bylaw No. 0028.70

DISTRICT OF WEST KELOWNA

BYLAW NO. 0028.70

A BYLAW TO AMEND THE FEES AND CHARGES BYLAW

---

WHEREAS Council of the City of West Kelowna desires to amend the Fees and Charges Bylaw No. 0028;

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

1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA FEES AND CHARGES AMENDMENT BYLAW NO. 0028.70, 2021."

2. Amendments

"District of West Kelowna Fees and Charges Bylaw No. 0028" is hereby amended as follows:

2.1 By deleting Section 2 of Schedule 10 in its entirety and replacing it with the following Section 2:

2) Excessive Nuisance Abatement Fees:

a) RCMP Nuisance Service Call	\$500.00/call
b) Fire Services Nuisance Call	\$500.00/call
c) Other City Staff Nuisance Service Call	\$500.00/call

READ A FIRST, SECOND AND THIRD TIME THIS 6<sup>TH</sup> DAY OF APRIL, 2021

ADOPTED THIS     DAY OF     , 2021

---

MAYOR

---

CITY CLERK



## INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Stirling Scory, Planner II – Long Range

File No: P20-17

Subject: **Municipal Natural Assets Initiative (MNAI) Natural Asset Inventory**

---

### STRATEGIC AREA OF FOCUS

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

### BACKGROUND

This report is an information update that outlines the progress of work completed to date on an initiative by the City's planning department to be outlined in the presentation by the Municipal Natural Assets Initiative<sup>1</sup> (MNAI). In the fall of 2020, the City submitted an expression of interest to the MNAI for the completion of a Natural Asset Inventory. The inventory is the first step to further understanding the availability of natural assets within the community that may be used to support the City's asset management program.

The MNAI identifies natural assets as a stock of natural resources or ecosystems in a community that support the health, well-being, and long-term sustainability of a community and its residents. A natural asset inventory provides an overview of the location, risk, challenges and opportunities of these assets. The MNAI will be providing an overview to Council of the inventory that was completed.

The opportunity to complete this inventory came through grant funding provided to the MNAI. In August 2020, the MNAI held a request for expressions of interest to municipalities across Canada that were interested in completing a natural asset inventory. Municipalities were selected based on their quality of submission, their geographic location, and their interest in committing to natural asset management. The City was evaluated and selected in September 2020, with the expectation that that the inventory would be completed by March 2021. The City was required to commit \$2,500 for the completion of the inventory.

---

<sup>1</sup> The MNAI specializes in the provision of scientific and economic expertise that is capable of supporting and providing direction to local government so that they may identify and value natural assets.

## Engineered Assets

The MNAI has identified engineered infrastructure as assets that provide a direct human benefit through their function and operation, such as the provision of roads, treatment of water, and the diversion and collection of stormwater runoff. While beneficial, the MNAI notes that engineered infrastructure is costly to maintain, repair, and replace. Additionally, the MNAI identifies the cost to maintain and replace engineered infrastructure is increasing for growing municipalities, as they must balance the funding required to replace and repair old infrastructure while considering what new infrastructure may be required for the future. As a means to reduce these costs of operation and to continue to provide a high level of service, municipalities across Canada have examined alternative methods of service delivery. In response, municipalities have begun to recognize the potential in integrating natural assets into their asset management plans as a means of cost effective service delivery.

## Natural Assets

The MNAI has determined that natural assets form complex biological, chemical, and physical processes that result in the production of ecosystems capable of providing a variety of goods and services that are created naturally as a byproduct of their function. Unlike engineered infrastructure, natural assets function irrespective of human demand; however, they can still provide direct human benefit. Through their function, natural assets produce goods (clean water) and services (green space and climate regulation). The MNAI has been working with municipalities across Canada to review their assets to determine the full extent of the services their assets may provide, what risks are associated with their current and future use, and what opportunities exist to incorporate them into municipal infrastructure.

## Natural Asset Inventory

The development of a natural asset inventory is the first step in understanding natural assets, their location, and the risks associated with their operation. However, to fully understand their role and function, a natural asset management plan must be completed. While helpful, an inventory does not provide the critical information that may be used to inform future decisions that could determine whether or not a natural asset may be used instead of an engineered asset, or if there are possibilities for the two forms to be combined to provide a municipal service, i.e. stormwater drainage. Like engineered assets, to fully understand how a natural asset performs will require further analysis in order to determine the quantifiable data specific to the asset.

## Natural Asset Management Plan

The City is in a strong position to continue to make measurable and progressive steps towards meeting its sustainability goals; furthermore, the completion of the inventory prepares West Kelowna to initiate the natural asset management plan. The possibility of completing a natural asset management plan comes at a timely opportunity as the City's

engineering department is currently in the process of completing the City's first ever asset management plan. If combined with the completion of a natural asset management plan there is a timely opportunity for the City to have completed two asset plans that would provide very clear infrastructure and servicing requirements for the future.

### **FINANCIAL IMPLICATION**

The project was completed through a grant application process. The City was required to contribute \$2,500, approximately 10% of the actual cost of the project.

### **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 ☐





## INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 20, 2021

From: Meg Jacks, Development Technician

Subject: **Post Public Hearing Procedural Options**

---

### EXECUTIVE SUMMARY

This report provides information for consideration on post public hearing procedural options. Staff were directed to explore current Council procedures in various municipalities with respect to this topic and to bring forward a report with their findings for Council's information. The options provided to Council are for zoning related bylaws and are intended to represent typical post public hearing procedures for non-controversial items.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

A public hearing under section 465 of the *Local Government Act* must be held after first reading of the bylaw and before third reading.

The Development Applications Procedures Bylaw 0260 Section 3.14 (*Attachment 1*) outlines the amending bylaw may be given first and/or second reading prior to public hearing. This is consistent with the *Local Government Act*. Section 3.14.1 also outlines that Council may consider waiving a zoning bylaw amendment public hearing if the proposed bylaw is consistent with the Official Community Plan.

Section 470 of the *Local Government Act* outlines that once the public hearing has been closed, Council may do one of the following:

- A. Adopt or defeat the bylaw; or
- B. Alter and then adopt the bylaw (as long as changes do not alter use or increase density or decrease density without the consent of landowner).

This is consistent with Section 3.15. (*Attachment 1*) of the Development Applications Procedures Bylaw which outlines once the public hearing has closed, Council may

proceed with third reading. Once conditions have been identified and addressed, adoption can be considered.

Any change from the current process may require an amendment to the Development Applications Procedure Bylaw No. 0260, or the implementation of a new Council Policy on the topic.

## **DISCUSSION:**

The following information is a summary of post public hearing procedures of various municipalities:

### **City of Kelowna**

- First reading given at a regular Council meeting. Then forwarded to public hearing.
- Following the public hearing, the bylaws are considered for second and third readings at a regular Council meeting on the same evening.
- If there are no conditions the bylaw is also adopted at this same meeting.

### **City of Penticton**

- Trialing a new process over the last couple of months.
- First reading occurs on Tuesday afternoons at a regular Council meeting. The file is then forwarded to public hearing.
- Public Hearing occurs the following Monday evening.
- Second, third and adoption occur on the following Tuesday evening.
- Adoption occurs at the same meeting as second and third if there are no conditions.

### **City of Vernon**

- First and second reading occur at the same regular Council meeting.
- Public hearing held approximately one month later.
- Third reading is granted the same evening as the public hearing after the public hearing has closed.
- Adoption is scheduled after conditions have been met at the next council meeting.

### **District of Lake Country**

- First and second reading occur at the same Council meeting.
- Public hearing held separately.
- Third and adopt at a separate Council meeting.

### **Fraser Valley Regional District**

- First reading given at a regular Board meeting. Then forwarded to public hearing.
- Public hearing held on a separate day.
- Second, third and adopt happen subsequently at regular Board meeting on a separate day to the public hearing.

## OPTIONS:

After exploring the listed municipalities post public hearing procedures, the following options are outlined for Council's consideration for non-controversial items.

### Option 1 (Current Process):

	Meeting #
<b>First and Second reading</b> (support in principle) <ul style="list-style-type: none"><li>• First and second readings typically occur at the same Council meeting.</li><li>• Forward to a public hearing.</li></ul>	<b>1 – Council Meeting</b>
<b>Public hearing</b> held on a separate date to all readings. <ul style="list-style-type: none"><li>• Council does not make any decisions during or immediately post public hearing.</li><li>• Council gives direction to staff after second and before third time asking for any public comments (New process)</li><li>• Public hearing closes.</li></ul>	<b>2 – Public Hearing</b>
<b>Third reading</b> <ul style="list-style-type: none"><li>• Council reviews information received and bylaw is considered.</li><li>• Where conditions apply, adoption is scheduled at a later meeting.</li></ul> <b>Third reading and Adoption</b> <ul style="list-style-type: none"><li>• Third reading and adoption scheduled at subsequent meeting(s).</li><li>• This may happen concurrently if there are no conditions.</li></ul>	<b>3 – Council Meeting</b>
<b>Minimum # Council meetings</b>	<b>3</b>

### Pros:

- This option provides additional time after the public hearing, before third reading and adoption of the bylaws are scheduled.
- This option allows Council to consider all submissions received up until the close of the public hearing, prior to giving third reading.
- This option provides additional time for Council to consider the proceedings of the public hearing.
- This option requires a minimum of 3 scheduled dates for Council to consider the bylaw in full.

### Cons:

- Council is not provided early opportunity to discuss the public hearing.

## **Option 2: Council considers additional readings at the next Council meeting**

	<b>Meeting #</b>
<b>First reading and Second reading</b> (support in principle) <ul style="list-style-type: none"><li>• First and second readings typically occur at the same Council meeting.</li><li>• Forward to a public hearing.</li></ul>	<b>1 – Council Meeting</b>
<b>Public hearing</b> held on a separate date to first and second readings. <ul style="list-style-type: none"><li>• Council gives direction to staff after second and before third time asking for any public comments.</li><li>• Public hearing closes.</li></ul>	<b>2 - Public Hearing</b>
<ul style="list-style-type: none"><li>• Regular Council Meeting starts.</li></ul> <p><b>Options presented</b> for consideration at the Council meeting directly after the public hearing has closed.</p> <ul style="list-style-type: none"><li>• <b>Option 2A:</b><ul style="list-style-type: none"><li>◦ Give <b>third reading and adopt</b> (providing no conditions).</li></ul></li><li>• <b>Option 2B:</b><ul style="list-style-type: none"><li>◦ Give <b>third reading only</b> (where conditions apply).</li><li>◦ Should Council give third reading, staff will prepare the bylaws for consideration of adoption once conditions met at future Council Meeting (#3).</li></ul></li><li>• <b>Option 2C:</b><ul style="list-style-type: none"><li>◦ <b>Defer / postpone</b> consideration of third reading to a future Council meeting – to allow staff to respond or clarify items raised at the public hearing, or for Council to further consider the proceedings of the hearing.</li></ul></li><li>• <b>Option 2D:</b><ul style="list-style-type: none"><li>◦ <b>Deny application</b>, and rescind first and second readings.</li></ul></li></ul>	<b>2 – Council Meeting</b>
<b>Minimum # Council meetings</b>	<b>2</b>

### **Pros:**

- This option defers Public input until after second reading and allows Council the opportunity to discuss the bylaw immediately after the public hearing has closed and provide additional readings on the file.
- Requires a minimum of 2 scheduled dates for Council to consider the bylaw in full.

### **Cons:**

- Any submissions received after the late agenda items become part of the public record. Currently, Council does not consider these submissions until they are received the following day. Additional review of this process would be required to ensure late items were considered prior to further readings by Council.
- Should additional conditions or requirements be identified, reconsideration of third reading may be required.

### **Option 3: Early public feedback and Council considers additional readings at the next Council meeting**

	<b>Meeting #</b>
<b>First reading</b> (introduction to Council) at regular Council Meeting. <ul style="list-style-type: none"> <li>• Forward to a public hearing.</li> </ul>	<b>1 – Council Meeting</b>
<b>Public hearing</b> held on separate date to first reading. <ul style="list-style-type: none"> <li>• Council gives direction to staff after second and before third time asking for any public comments.</li> <li>• Public hearing closes.</li> </ul>	<b>2 – Public Hearing</b>
<ul style="list-style-type: none"> <li>• Regular Council Meeting starts.</li> </ul> <b>Additional readings</b> with options given at the Council meeting directly after public hearing has closed. <ul style="list-style-type: none"> <li>• <b>Option 3A:</b> <ul style="list-style-type: none"> <li>○ Give <b>second reading</b></li> <li>○ Give <b>third reading</b>; and,</li> <li>○ <b>Adopt</b> (providing no conditions).</li> </ul> </li> <li>• <b>Option 3B:</b> <ul style="list-style-type: none"> <li>○ Give <b>second reading</b> only (where conditions apply).</li> <li>○ Should Council give second reading, staff will prepare the bylaws for third reading once conditions met at future Council Meeting (#3).</li> </ul> </li> <li>• <b>Option 3C:</b> <ul style="list-style-type: none"> <li>○ <b>Defer / postpone</b> consideration of second reading to a future Council meeting – should Council postpone consideration of the proposed amendment bylaws, further direction to staff on how to proceed is required.</li> </ul> </li> <li>• <b>Option 3D:</b> <ul style="list-style-type: none"> <li>○ <b>Deny application</b>, and rescind first and second readings.</li> </ul> </li> </ul>	<b>2 – Council Meeting</b>
<b>Minimum # Council meetings</b>	<b>2</b>

#### **Pros**

- This option allows early opportunity for Public feedback in the process.
- Council has the opportunity to discuss the bylaw after the public hearing has closed and impose additional conditions resulting from the public hearing.
- Giving second reading after the public hearing allows staff the opportunity to bring back any necessary requirements at a subsequent meeting when third reading is considered.
- Requires a minimum of 2 scheduled dates for Council to consider the bylaw in full.

#### **Cons**

- Once the public hearing has closed, no new information can be introduced to Council. If new information is required, first reading would be rescinded and a new public hearing would need to be scheduled.
- Council would not consider any submissions received after the late agenda items and up until the close of the public hearing until the following day.

**FINANCIAL IMPLICATIONS**

No financial plan implications are anticipated.

**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 Applications Procedures Bylaw 0260 excerpt – Section 3.11 to 3.16



3.10.2. Submit any necessary reports/studies; and

3.10.3. Complete any required approvals.

- 3.11. Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council Committees.
- 3.12. The applicant is encouraged to attend the Council meeting at which the application will be considered to listen to the proceedings. Delegation requests may be considered by Council in accordance with the Council Policy for Development Application Delegation Requests.
- 3.13. Council will receive the technical report, and if Council decides to proceed with the amendment application, the amending bylaw may be given first and second readings. Council may alternatively decide to postpone or deny the application.
- 3.14. Should the amending bylaw receive first and/or second readings, a public hearing (if required) will be held to permit the public to comment on the application pursuant to the *Local Government Act* and as per Section 8 of this bylaw. Notice(s) of the amending bylaw(s) will be published in a newspaper pursuant to the *Local Government Act*.
- 3.14.1. In accordance with Section 464(2) of the *Local Government Act*, Staff may include a request in the technical report for first and/or second reading of a zoning bylaw amendment for Council to consider waiving the public hearing if the proposed bylaw is consistent with the Official Community Plan.
- 3.15. Following the close of the public hearing, Council may proceed with third reading of the amending bylaw (including the imposition of conditions), postpone or deny the application. Upon third reading, an amendment bylaw may need to be referred to the relevant provincial minister(s) for signature before proceeding to adoption.
- 3.16. Once the applicant has adequately addressed all of the conditions identified at third reading (if any), Council will consider adoption of the bylaw(s).
- 3.17. Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

### **3. Preparation of Phased Development Agreements**

If a Phased Development Agreement is required, it may be processed concurrently with a Zoning Bylaw Amendment application, and will be substantially processed with the following additional steps:

- 3.1. The applicant will be required to work with Staff to develop a Terms Sheet identifying the basic conditions to be outlined in the Phased Development Agreement. Such conditions include, but are not limited to, the lands affected and intent of the agreement, the term, amenities, features and phasing of the development. Other conditions may be required and will be determined on a site-specific basis.
- 3.2. The applicant will submit the draft Terms Sheet to the City who will refer it to applicable City departments, Council Committees, government ministries, agencies, organizations and the Development Review Committee.
- 3.3. Staff will prepare a technical report to the General Manager of Development Services for consideration of the Terms Sheet. Once the basic conditions in the Terms Sheet have been