



## **CITY OF WEST KELOWNA COMMITTEE OF THE WHOLE AGENDA**

Tuesday, November 16, 2021, 3:00 P.M.

COUNCIL CHAMBERS

2760 CAMERON ROAD, WEST KELOWNA, BC

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**Pages**

### **1. CALL THE COMMITTEE OF THE WHOLE TO ORDER**

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

This meeting is open to the public. In accordance with COVID-19 protocols, Interior Health Restrictions, and the City's COVID-19 Safety Plan regarding indoor seated gatherings and events, limited seating (twelve seats) will be provided on a first come, first serve basis. All representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

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

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

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

- 4.1. Minutes of the Committee of the Whole meeting held Tuesday, October 19, 2021 in the City of West Kelowna Council Chambers

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

### **6. PRESENTATIONS**

- 6.1. Matthew Malkin, Chief Operations Officer, Brenda Renewables, Mark Tenbrink, Reclamation Manager, Glencore

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Brenda Renewables

- 6.2. Nanette Drobot, Regional Director, John McEown, Director, BC Housing, and Kelly Fehr, Director, Kayla Kleidon, Site Manager, Turning Points Collaborative Society

11

Bartley Road Modular Shelter

**6.3. Kellie Garcia, Policy & Planning Specialist, Okanagan Basin Water Board**

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Okanagan Basin Water Board Source Water Protection Toolkit

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1. CHIEF ADMINISTRATIVE OFFICER**

**8.1.1. Committee of the Whole Procedures**

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**8.2. DEVELOPMENT SERVICES**

**8.3. ENGINEERING / PUBLIC WORKS / PARKS**

**8.4. FIRE RESCUE SERVICES**

**8.5. CORPORATE INITIATIVES**

**8.6. FINANCIAL SERVICES / RECREATION AND CULTURE**

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE**

The next Council meeting is scheduled for November 23, 2021.



**CITY OF WEST KELOWNA**  
**MINUTES OF THE COMMITTEE OF THE WHOLE**

Tuesday, October 19, 2021  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Doug Findlater (arrived at 3:06 p.m.)  
Councillor Jason Friesen  
Councillor Stephen Johnston  
Councillor Carol Zanon  
Councillor Jayson Zilkie (Acting Mayor)

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

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**1. CALL THE COMMITTEE OF THE WHOLE TO ORDER**

The meeting was called to order at 3:02 p.m.

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

This meeting was open to the public. In accordance with COVID-19 protocols, Interior Health Restrictions, and the City's COVID-19 Safety Plan regarding indoor seated gatherings and events, limited seating was provided. All representations to Council form part of the public record. This meeting was webcast live and archived on the City's website.

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. COW010-21

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Committee of the Whole meeting held Tuesday, September 28, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. COW011-21

**THAT** the minutes of the Committee of the Whole meeting held Tuesday, September 28, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

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

**6. PRESENTATIONS**

**6.1 Nancy Mora Castro, Regional Air Quality Coordinator and Jerry Dombowsky, Transit and Programs Manager, City of Kelowna**

Nancy Mora Castro provided a presentation on the Central Okanagan Clean Air Strategy and on Radon Awareness.

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 CHIEF ADMINISTRATIVE OFFICER**

**8.2 DEVELOPMENT SERVICES**

**8.3 ENGINEERING / PUBLIC WORKS / PARKS**

**8.4 FIRE RESCUE SERVICES**

**8.5 CORPORATE INITIATIVES**

## **8.6 FINANCIAL SERVICES / RECREATION AND CULTURE**

### **8.6.1 Budget and Reserve Funds Overview**

It was moved and seconded

Resolution No. COW012-21

**THAT** Council approve a transfer from the Operating Surplus Reserve consisting of \$3.15 million to Capital Reserves, and \$250,000 to the Wildfire/Emergency Reserve for a total of 3.4 million; and

**THAT** Council amend the 2021 Financial Plan to change the funding of project C2021-55 “Self Contained Breathing Apparatus” from Fire Equipment Reserve to Equipment Financing through the Municipal Finance Authority.

CARRIED UNANIMOUSLY

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

## **10. NOTICE OF MOTION**

## **11. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE**

The meeting adjourned at 5:29 p.m.

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ACTING MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



Presentation to West Kelowna City Council- November 16, 2021



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## Brenda Mines Location



## What is Brenda Renewables?

- Brenda Renewables is an anaerobic digestion facility proposed for the former Brenda Mines site near Peachland, BC.
- The entire system is designed to ensure that local communities will not be disturbed by odour, noise or liquid discharge emissions.
- The system will process local municipal organic waste, yard waste, and biosolids to produce renewable natural gas and high-nutrient class A compost.



zero waste, just energy



reduce, reuse, reforest



create a diversion



3

## Why are we developing Brenda Renewables?

The project will be developed in three phases:

1. **A compost facility consisting of a large dome structure, curing pads and support structures like a scale and office (this is the current phase)**
2. An anaerobic digestion facility
3. Additional Capacity

The Facility is safe, sustainable and will:

- Utilize up to 150,000 tonnes of local organic waste;
- Enter long term contracts with communities and First Nations in the Okanagan region for acceptance of organic inputs;
- Produce a Class A compost to be land-applied to help enhance site re-vegetation of the 780-hectare mine site.
- Produce up to 170,000 GJ/year of renewable natural gas to be used in Fortis BC's local residential natural gas system; and,
- Reduce local waste-disposal costs (with waste being processed locally rather than being shipped to Alberta)



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## Brenda Renewables Site Map



Legend			
1. AIRPORT ROAD (200m) (1:1000)	10. PROPOSED BUILDING	19. RUCKUS (100m) (1:1000)	28. RUCKUS (100m) (1:1000)
2. AIRPORT ROAD (200m) (1:1000)	11. RUCKUS (100m) (1:1000)	20. RUCKUS (100m) (1:1000)	29. RUCKUS (100m) (1:1000)
3. AIRPORT ROAD (200m) (1:1000)	12. RUCKUS (100m) (1:1000)	21. RUCKUS (100m) (1:1000)	30. RUCKUS (100m) (1:1000)
4. AIRPORT ROAD (200m) (1:1000)	13. RUCKUS (100m) (1:1000)	22. RUCKUS (100m) (1:1000)	31. RUCKUS (100m) (1:1000)
5. AIRPORT ROAD (200m) (1:1000)	14. RUCKUS (100m) (1:1000)	23. RUCKUS (100m) (1:1000)	32. RUCKUS (100m) (1:1000)
6. AIRPORT ROAD (200m) (1:1000)	15. RUCKUS (100m) (1:1000)	24. RUCKUS (100m) (1:1000)	33. RUCKUS (100m) (1:1000)
7. AIRPORT ROAD (200m) (1:1000)	16. RUCKUS (100m) (1:1000)	25. RUCKUS (100m) (1:1000)	34. RUCKUS (100m) (1:1000)
8. AIRPORT ROAD (200m) (1:1000)	17. RUCKUS (100m) (1:1000)	26. RUCKUS (100m) (1:1000)	35. RUCKUS (100m) (1:1000)
9. AIRPORT ROAD (200m) (1:1000)	18. RUCKUS (100m) (1:1000)	27. RUCKUS (100m) (1:1000)	36. RUCKUS (100m) (1:1000)

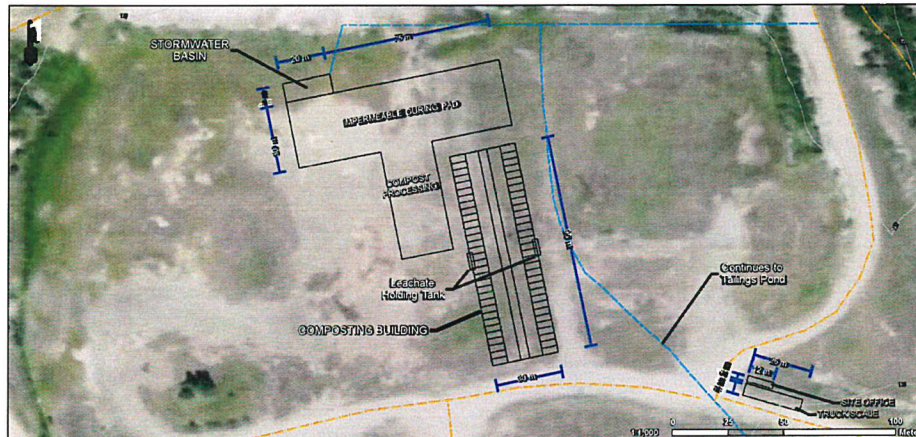
1. The figure illustrates the Brenda Renewables Project (Phase I) and supporting infrastructure.  
2. The Brenda Renewables Project (Phase I) was developed based on information provided by Renewables Organics Management on 15 January 2020.  
3. The dimensions illustrated in this figure are in metres unless otherwise noted.  
4. The dimensions of the Brenda Renewables Project (Phase I) were provided by Renewables Organics Management on 15 January 2020.  
5. Existing contours were provided by Glencore on 18 February 2020.  
6. Contours are provided at a 1 m interval.  
7. This figure is to be read in conjunction with the accompanying document and figures.  
8. This figure is not to be used to support construction.

Brenda Renewables Site Plan	
Ecometrix	BREDA RENEWABLES PROJECT - BREDA MINE RECLAMATION PERMIT M-12 AMENDMENT
GLENCORE	GLENCORE
Scale As Shown	March 2021
	Attachment 3

Brenda RENEWABLES

5

## Phase 1 – Compost General Layout



Legend	
1. STORMWATER BASIN	10. PROPOSED BUILDING
2. STORMWATER BASIN	11. RUCKUS (100m) (1:1000)
3. STORMWATER BASIN	12. RUCKUS (100m) (1:1000)
4. STORMWATER BASIN	13. RUCKUS (100m) (1:1000)
5. STORMWATER BASIN	14. RUCKUS (100m) (1:1000)
6. STORMWATER BASIN	15. RUCKUS (100m) (1:1000)
7. STORMWATER BASIN	16. RUCKUS (100m) (1:1000)
8. STORMWATER BASIN	17. RUCKUS (100m) (1:1000)
9. STORMWATER BASIN	18. RUCKUS (100m) (1:1000)

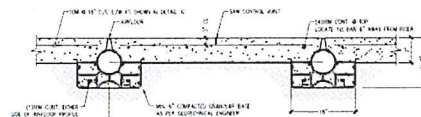
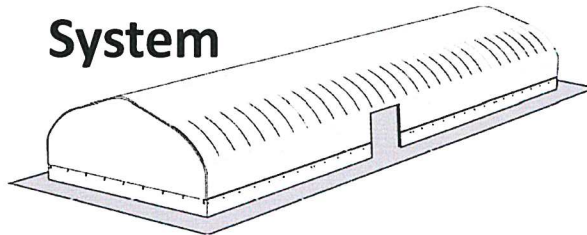
Brenda RENEWABLES

Notes:  
1. This figure illustrates the Brenda Renewables Pilot (Phase I) Site Plan and supporting infrastructure.  
2. The Pilot Site Plan was developed based on information provided by Renewables Organics Management on 15 January 2020.  
3. The dimensions illustrated in this figure are in metres unless otherwise noted.  
4. The dimensions of the Pilot infrastructure were provided by Renewables Organics Management on 15 January 2020.  
5. Existing contours were provided by Glencore on 18 February 2020.  
6. Contours are provided at a 1 m interval.  
7. This figure is to be read in conjunction with the accompanying document and figures.  
8. This figure is not to be used to support construction.

Brenda Renewables Pilot (Phase I) Site Plan	
Ecometrix	BREDA RENEWABLES PROJECT - BREDA MINE RECLAMATION PERMIT M-12 AMENDMENT
GLENCORE	GLENCORE
Scale As Shown	January 2021
	Attachment 5a



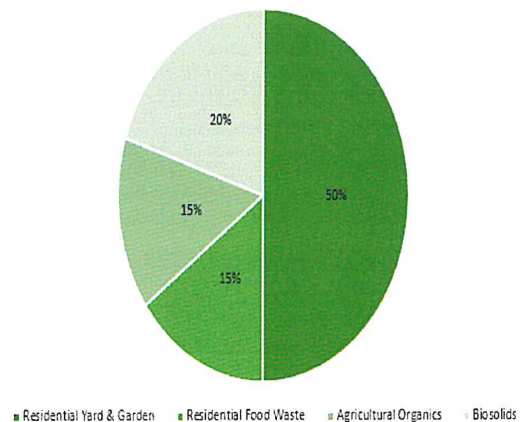
# Enclosed Aerated Static Pile Compost System



## Class A Compost

- Brenda Renewables will create a Class A compost, as classified by the Organic Matter Recycling Regulation (OMRR)
- It is processed by being kept at 55 degrees Celsius maintained throughout the compost pile for at least three days for static aerated pile composting. This will eliminate unpleasant odours
- Class A Compost is similar to Ogogrow, but contains less biosolids (about 95% in Ogogrow compared to 20% in Brenda Renewables' product)
- Class A Compost is not raw sewage. Raw sewage is untreated, whereas Class A compost is heavily processed to remove pathogens. The chemistry and odour of Class A compost is completely different from raw sewage.

Brenda Renewables  
Feedstock Constituents



## Regulatory Status

Ministry	Status
Ministry of Environment (MOE)– Phase 1 Notification Approved	<ul style="list-style-type: none"> <li>The Ministry has accepted the notice without objection authorizing us to produce up to 5,000 tonnes of compost (dry basis) as soon as the facility is constructed.</li> </ul>
Ministry of Energy, Mines, and Low Carbon Innovation (MEMLCI) – Under Review	<ul style="list-style-type: none"> <li>Glencore has submitted an application requesting modification of our existing permit to include application of compost to rock piles and tailings to enhance reclamation of the site.</li> </ul>
Forest Lands, Natural Resource Operations, and Rural Development (FLNRORD) – Application for Crown Tenure	<ul style="list-style-type: none"> <li>Glencore has applied for a Crown Land lease for the small parcel that the compost and digester facility will occupy within the Brenda Mine site. This change is required to assure the appropriate agencies have jurisdiction over mining and non-mining related activities</li> </ul>



# GLENCORE

**Matt Malkin and Rolfe Philip**  
Brenda Renewables Ltd.

[Matthew@malkingroup.ca](mailto:Matthew@malkingroup.ca)  
[rphilip@w2nUSA.com](mailto:rphilip@w2nUSA.com)

**Mark Tenbrink,**  
Reclamation and Project Manager

[mark.tenbrink@glencore.us](mailto:mark.tenbrink@glencore.us)

# Bartley Road Modular Shelter

City of West Kelowna

November 16, 2021



## Homelessness on the West Kelowna



72

Individuals experiencing homelessness on the Westside

*Estimated by the 2018 Point in Time count*



*Top five reasons why people reported losing their housing, including: addictions or substance use, unable to pay rent, conflict with spouse, job loss, illness or medical condition.*



## 2515 Bartley Road Temporary Shelter

The plan:

- Temporary modular shelter
- 38 individual rooms
- Staffed 24 hours a day, seven days a week
- Operating for up to 3 years based on this current Temporary Use Permit



***Anticipated opening  
week of November 15***

## Benefits of Temporary Modular Shelter

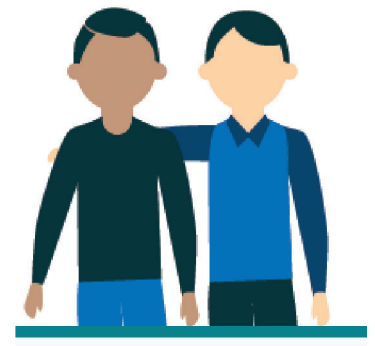
- Designated kitchen, hygiene facilities, common areas and individual sleeping areas
- Modular shelter provides a safe space for shelter guests and staff given the current COVID-19 pandemic.
- Individual rooms allow shelter guests to gain independence to help them to their next housing stage



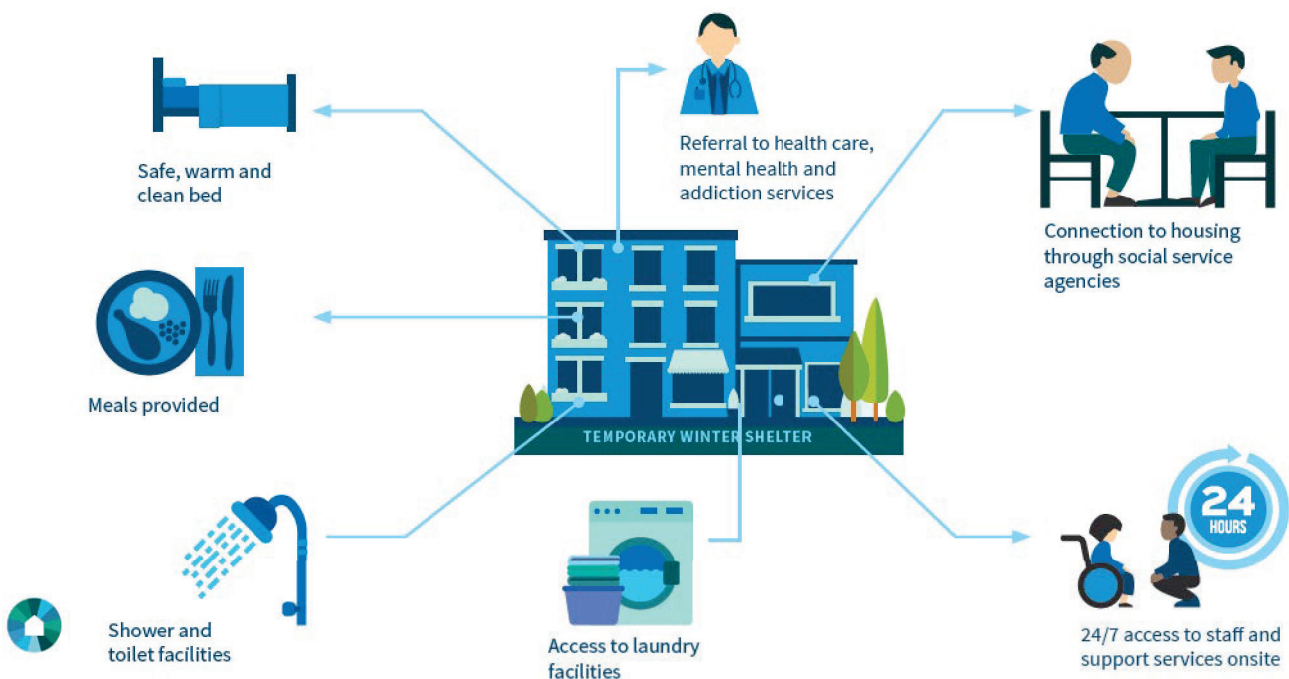
## Who would stay here?

People who stay here need to:

- Be over the age of 19
- Have a history of homelessness or be at risk of homelessness
- Churchill Road shelter guests
- Westside residents will be prioritized



## What supports would be provided?





## Turning Points Collaborative Society

- Established in 1957, Turning Points Collaborative Society is an experienced non-profit charitable organization with extensive experience working with people experiencing homelessness
- 24 different housing sites – including supportive recovery, supportive housing and affordable housing - across the Okanagan, including Vernon, Kelowna, West Kelowna, and Enderby.
- The Society took over the operation of the West Kelowna Brown Road shelter in April 2021, which has since moved to Churchill Road on interim basis until Bartley Road shelter opens.



## Successfully Integrating Temporary Winter Shelter into the Community



# Housing Continuum



## Questions?

**REQUEST TO APPEAR AS A DELEGATION**  
(this form not to be used for Development related Delegation Requests)

on 2021 - NOV - 16  
year month day

Council meetings are open to the public and are webcast live and archived on the City's website. All representations to Council form part of the public record.

NAME OF PERSON MAKING PRESENTATION: Kellie Garcia  
REPRESENTING GROUP/ORGANIZATION: Okanagan Basin Water Board  
DAYTIME PHONE: 250-558-9748 E-MAIL ADDRESS: Kellie.garcia@obwb.ca

**Presentation Topic:**

Recently launched OBWB Source Water Protection Toolkit

**What is Your Request to Council:**

For information only (West Kelowna provided funding for toolkit)

**Presentation Points (please provide a brief outline):**

The Source Water Protection Toolkit ([www.sourcewaterprotectiontoolkit.ca](http://www.sourcewaterprotectiontoolkit.ca)) is designed to simplify source protection planning & inspire a holistic & collaborative approach to drinking water management. The toolkit content was guided by a 40-member committee that included all levels of govt, First Nations, academics & consultants. This presentation will introduce the toolkit & talk about key learnings & next steps for

**PLEASE NOTE**

Source protection in the Okanagan.

- If you are on the Agenda to appear as a delegation at a Council meeting, please advise the Corporate Officer prior to the start of the meeting that you are in attendance, and you will be called upon when it is time to make your presentation to Council.
- Delegations are permitted to speak for 5 minutes.
- Powerpoint presentations or any written submissions, handouts, photos, etc., must be submitted to City of West Kelowna offices no later than 4:00 pm on the Thursday prior to the meeting.
- Printed materials are not permitted to be distributed to Council during a Council meeting but may be left with the Corporate Officer

**Legislative Services Department**  
2760 Cameron Road, West Kelowna, BC V1Z 2T6

Phone: (778) 797-2250  
Fax: (778) 797-1001  
[info@westkelownacity.ca](mailto:info@westkelownacity.ca)

The personal information on this form is collected under the authority of the *Local Government Act/Community Charter* for the purposes of processing this application, and is subject to the *Freedom of Information and Protection of Privacy Act*. Any questions regarding this collection of information should be directed to the Legislative Services Department, City of West Kelowna, phone 778-797-2250.



## COMMITTEE OF THE WHOLE INFORMATION REPORT

To: Mayor and Council

Date: November 16, 2021

From: Paul Gipps, CAO

Subject: **Committee of the Whole Procedures**

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### BACKGROUND

The City of West Kelowna, like most Local Governments in BC, have established a “Committee of the Whole” for Council to work as an entity through more detailed issues or workshops while not wearing their official Council hat. This is a typical arrangement and is authorized through the Council Procedure Bylaw. Most Local Governments, in my experience, when Council is operating as the Committee of the Whole, only make recommendations to Council for consideration of those recommendations at a future meeting. The City of West Kelowna’s Council Procedure Bylaw is somewhat unique in that it does give the Committee of the Whole the authority to pass resolutions as if they were wearing their official Council hat.

In discussions at a previous Committee of the Whole there were some concerns raised about how best to use this committee structure but not advance business as Council.

I have given some thought to this and offer the following suggestions:

- 1) Staff will only provide information reports or recommendations that the Committee of the Whole advance to a future Council meeting. I.e.: “That the Committee of the Whole recommend to Council at a future meeting to ...”. This is an easy step and will still allow the Committee of the Whole the option of advancing a time sensitive issue, should they decide, at that meeting.
- 2) Alternatively, Council can amend the Council Procedure Bylaw and remove that authority from the bylaw. This will require public notification and input at a future meeting.

### CONCLUSION

By establishing a template report form for staff to use while submitting reports to the Committee of the Whole the decision to use the authority under the Council Procedure Bylaw will only occur when the Committee directs such a motion.

### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒