



CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA

Tuesday, October 8, 2019, 1:30 P.M.

COUNCIL CHAMBERS

2760 CAMERON ROAD, WEST KELOWNA, BC

Pages

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

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

This meeting is open to the public and all representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

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4.3	Minutes of the Special Council meeting held September 25, 2019, in the Harbour Centre Westcoast Energy Executive Meeting Room, 515 West Hasting Street, Vancouver, BC	13
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5. MAYOR AND COUNCILLOR'S REPORTS

5.1 Mayor Milsom

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6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 DEVELOPMENT SERVICES

8.1.1 Z 19-11, Site Specific Zoning Test Amendment, 2475 Dobbin Road 17

Recommended Motion:

THAT Council give first and second readings to City of West Kelowna Zoning Amendment Bylaw No. 0154.85, 2019 (BC Cannabis Store, Z19-11); and

THAT Council direct staff to schedule the bylaw for public hearing.

8.2 ENGINEERING / PUBLIC WORKS / PARKS

8.2.1 Multi-Sport Centre Update No. 12 - October 40

Information Report from the Flood Recovery Supervisor

8.2.2 Cemetery Marker Theft Update 44

Information Report from the Parks and Fleet Operations Manager

8.3 FIRE RESCUE SERVICES

8.4 CORPORATE INITIATIVES

8.5 FINANCIAL SERVICES

8.5.1 2020 Permissive Property Tax Exemption Bylaw No. 0269, 2019 47

Recommended Motion:

THAT Council adopt "Permissive Tax Exemption Bylaw No. 0269, 2019".

8.5.2 2019 Property Tax Sale - Results 53

Information Report from the Financial Services Manager/Deputy CFO

8.6 CORPORATE SERVICES / RECREATION AND CULTURE

8.6.1 Council Meeting Schedule - 2020 56

Recommended Motion:

THAT Council approve the 2020 City of West Kelowna Council Meeting Schedule.

8.7 CHIEF ADMINISTRATIVE OFFICER

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, October 15, 2019 at 3:00 p.m. in the City of West Kelowna Council Chambers.

The next Council meeting is scheduled for Tuesday, October 22, 2019 at 6:00 p.m. in the City of West Kelowna Council Chambers.



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, September 17, 2019
COMMITTEE ROOM
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
Tracey Batten, Deputy CAO
Allen Fillion, GM of Engineering and Public Works
Warren Everton, CFO
Sandy Webster, Director of Corporate Initiatives
Stacey Harding, Parks and Fleet Operations Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 5:23 p.m.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C320/19

THAT the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C321/19

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

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

The Special Council meeting adjourned at 5:58 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, September 17, 2019
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
Tracey Batten, Deputy CAO
Allen Fillion, GM of Engineering and Public Works
Warren Everton, CFO
Sandy Webster, Director of Corporate Initiatives
Brent Magnan, Planning Manager
Lisa Siavachi, Financial Services Manager/Deputy CFO
Brandon Mayne, Help Desk Assistant

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

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

This meeting was open to the public and all representations to Council form part of the public record. This meeting was webcast live and archived on the City's website.

The meeting was called to order at 6:07 p.m.

2. INTRODUCTION OF LATE ITEMS

2.1 Replacement Page 2 of the September 3, 2019 Regular Council Minutes, re TUP 19-02, 1680 Ross Road (Item 4.3 / page 14 of the agenda package under Adoption of Minutes)

2.2 Okanagan Basin Water Board News Release dated September 6, 2019 (Item 5.1 and 5.2 under Mayor and Councillor's Reports)

2.3 Remove Pages 53, 54, 55 and 56 of the Agenda (these pages were placed incorrectly in the agenda and are being replaced in the appropriate section)

2.4 DVP 19-10, Development Variance Permit, 159-4035 Gellatly Road South (Item 8.1.1 under Division Reports)

Letters received from the following:

- Marie Sprecher, Marcelle Sprecher, Carmen Walisser, Tino Sprecher and Gotfried Sprecher
- Geoffrey Hatfield
- Marcelle Sprecher
- Lyman Robinson
- Larry Hancock
- Dave Hoeght
- Ove and Mona Kvist

2.5 DVP 19-13, Development Variance Permit, 2335 Thacker Drive (Item 8.1.2 under Division Reports)

Letters received from the following:

- Heather Spinney
- Ryan Peterson
- E. Austin
- E. Austin
- Heather and Stephen Spinney

2.6 City Hall Renovation Update (Item 8.4.1 under Division Reports)

2.7 Items 5.1 and 5.2 were moved to follow Item 8.3.2

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C322/19

THAT the agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council meeting held Tuesday, August 27, 2019 in the City of West Kelowna Committee Room

It was moved and seconded

Resolution No. C323/19

THAT the minutes of the Special Council Meeting held Tuesday, August 27, 2019 be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council meeting held Tuesday, August 27, 2019 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C324/19

THAT the minutes of the Regular Council Meeting held Tuesday, August 27, 2019 be adopted.

CARRIED UNANIMOUSLY

4.3 Minutes of the Special Council meeting held Tuesday, September 3, 2019 in the City of West Kelowna Committee Room

It was moved and seconded

Resolution No. C325/19

THAT the minutes of the Special Council Meeting held Tuesday, September 3, 2019 be adopted.

CARRIED UNANIMOUSLY

4.4 Minutes of the Regular Council meeting held Tuesday, September 3, 2019 in the City of West Kelowna Council Chambers.

It was moved and seconded

Resolution No. C326/19

THAT the minutes of the Regular Council Meeting held Tuesday, September 3, 2019 be adopted.

CARRIED UNANIMOUSLY

5. MAYOR AND COUNCILLOR'S REPORTS

5.1 Councillor Findlater

This item was dealt with following Item 8.3.2

5.2 Councillor Zanon

This item was dealt with following Item 8.3.2

6. DELEGATIONS

6.1 Richard and Debby Gill

Illegal Short-Term Rentals in West Kelowna

Mr. and Ms. Gill provided Council with information on Illegal Short-Term Rentals in West Kelowna.

It was moved and seconded

Resolution No. C327/19

THAT Council direct staff to investigate and report back to Council regarding Air BnB and short term rentals in West Kelowna within the next 6 months.

CARRIED UNANIMOUSLY

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 DEVELOPMENT SERVICES

8.1.1 DVP 19-10, Development Variance Permit, 159-4035 Gellatly Road South

It was moved and seconded

Resolution No. C328/19

THAT Council authorize a Development Variance Permit (DVP 19-10) for Lot 129, Plan KAS1001, District Lot 487, ODYD (159-4035 Gellatly Road S) to:

- Vary Zoning Bylaw No. 0154: S10.3.a.5(e) to increase the maximum parcel coverage from 40% to 48%; and to
- Vary Zoning Bylaw No. 0154: S10.3.a.5(g).2 to reduce the required rear yard setback from 3 m to 2 m.

CARRIED Opposed: Councillor Findlater

8.1.2 DVP 19-13, Development Variance Permit, 2335 Thacker Drive

It was moved and seconded

Resolution No. C329/19

THAT Council authorize a Development Variance Permit (DVP 19-13) for Lot B, DL 1118, ODYD, Plan 29578 (2335 Thacker Drive) to reduce the minimum required side yard setback regulation in Section 10.4.5 (g).3 of Zoning Bylaw No. 0154 from 1.5 m to 1.31 m.

CARRIED UNANIMOUSLY

8.1.3 Z 18-11, Zoning Amendment Bylaw 154.84, 3040 and 3050 Boucherie Road

It was moved and seconded

Resolution No. C330/19

THAT Council give third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.84, 2019 (File: Z 18-11); and

THAT Council direct staff to schedule the bylaw for consideration of adoption following registration of the following items to the satisfaction of the Director of Development Services:

- Section 219 Highway Reserve Agreement under S.44 of the *Community Charter*; and
- Section 219 Agricultural Protection Covenant on Lot 1, DL 1934, ODYD, Plan KAP21560 (3040 Boucherie).

CARRIED UNANIMOUSLY

8.2 ENGINEERING AND PUBLIC WORKS

8.3 FINANCE, ADMINISTRATIVE AND PROTECTIVE SERVICES

8.3.1 2020 Permissive Tax Exemptions Bylaw No. 0269

It was moved and seconded

Resolution No. C331/19

THAT Council give first, second and third reading to "Property Tax Exemption Bylaw No. 0269, 2019"; and

THAT Notice of Intention to proceed with Bylaw No. 0269 be published on the 18th and 25th day of September 2019 in the *Westside Weekly*

newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

CARRIED UNANIMOUSLY

8.3.2 Consideration of a Special Council Meeting to be held on September 25, 2019, Outside the Boundaries of the Municipality

It was moved and seconded

Resolution No. C332/19

THAT Council, in accordance with Section 134.1 of the *Community Charter*, allow a Special Council Meeting of the City of West Kelowna, to be held outside the boundaries of the municipality on Wednesday, September 25, 2019 at 3:00 p.m. at the Harbour Centre (Westcoast Energy Executive Meeting Room), 515 West Hastings Street, Vancouver, BC, for the purposes of discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report; and

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

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

CARRIED UNANIMOUSLY

8.3.3 Mayor and Councillor's Reports (From Previous Section 5 of the Agenda)

5.1 Councillor Findlater

Update on the Okanagan Basin Water Board Annual General Meeting

5.2 Councillor Zanon

Update on the Okanagan Basin Water Board Annual General Meeting

8.4 CHIEF ADMINISTRATIVE OFFICER

8.4.1 City Hall Renovation Update

Information Report from the CAO

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 7:33 p.m.

MAYOR

DEPUTY CAO/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Wednesday, September 25, 2019
HARBOUR CENTRE (WESTCOAST ENERGY EXECUTIVE MEETING ROOM)
515 West Hastings Street, Vancouver, 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
Tracey Batten, Deputy CAO / Corporate Officer
Warren Everton, Director of Finance / CFO
Sandy Webster, Director of Corporate Initiatives

Others Present: Allan Neilson, Consultant

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 3:18 p.m.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C333/19

THAT the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C334/19

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

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]; and

in accordance with Section 90(2) of the *Community Charter* for:

(b) 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 7:55 p.m.

MAYOR

DEPUTY CAO / CORPORATE OFFICER

Highlights of the Regional Board Meeting – September 30, 2019

Advisory Commission Appointments

The Regional Board has approved the re-appointment of Bobby Bedingfield to the Environmental Advisory Commission. In addition, Barry Jones and Ian Walker have been appointed bringing to ten, the number of volunteers serving on the Commission, which provides expert advice to the Regional Board on environmental issues relating to land-use and development applications. All three appointments will run through September 2022.

Conference Attendance Approval

The Regional Board has approved the attendance of the electoral area Directors for a conference in Kelowna. In keeping with Board policy, the registration and travel expenses for Central Okanagan East Director Mark Bartyik and Central Okanagan West Director Wayne Carson will be paid for the Keeping It Rural conference October 7th and 8th.

Planning Application

The Regional Board has deferred a Development Variance Permit VP-19-08 for a retaining wall adjacent to Strata lots 77 and 78 on Pine Valley Drive in the Sunset Ranch development. Consideration will be given once the applicant resolves an outstanding issue regarding the location of the constructed wall in relation to a water main.

Westbank First Nation Representative

Chair Given acknowledged the election of Chris Derickson as the new Chief for Westbank First Nation. She also extended thanks to Tom Konek, for his service over the past two years as the Westbank First Nation Council representative to the Regional Board. The Board awaits information from Westbank First Nation regarding its new Council appointee.

Audio of the Regional Board meeting at:

https://www.regionaldistrict.com/media/274359/Audio_19_09_30brd.mp3

Regional Board Meetings

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

- **Thursday, October 10th** – after 8:30 am Governance & Services Committee meeting
- **Monday, October 28th** – 7:00 pm

Planning for the Future



How Do You Use Mission Creek Regional Park?

We're updating the Management Plan for Mission Creek Regional Park.

The new plan will help guide the Regional District with future development and amenities over the next 20 years in the 92-hectare park located in the heart of Kelowna.

We want to know how you use the park.

Please complete a short online questionnaire by Friday, October 4th at rdco.com/planourparks

That's also where you'll find information about the management plan process as it unfolds, along with future opportunities for your involvement as we develop the new plan.

Parks Services
1450 KLO Road, Kelowna, BC, V1Z 3Z4
250-469-6232 | parks@rdco.com
rdco.com/planourparks



Fall 2019

Household Bulky Items Collection

When: October 9 - 16, 2019
During Regular Transfer Station Hours

Location: North Westside Rd. Transfer Station

- All Bulky Items - \$20 a Truckload
- Fridges and Freezers \$15 each (freon removal charge)
- Cash or Cheque Only



No Construction Material, Hazardous Wastes or Electronic Waste Accepted

Regional Waste Reduction Office
250-469-6250
rdco.com



Spooktacular Pumpkin Walk



Drop off your carved pumpkins at the EECO between 3 and 5pm. Please use LED tea lights in your jack-o-lanterns. From 5 to 8pm walk paths lit by the spooky jack-o-lanterns and vote for your favourites.

Prizes for scariest, funniest and most original.

Please bring a flashlight to navigate the dark paths.
Food bank donations will be accepted.

Sunday October 27th

5pm–8pm

**Mission Creek
Regional Park**

Parks Services
1450 KLO Road, Kelowna, BC
250-469-6232 | parks@rdco.com
rdco.com/parks



Bertram Creek Scavenger Hunt



Agents of Discovery

Visit the Regional Parks tent at Bertram Creek Regional, at the south end of Lakeshore Rd., to participate in a virtual treasure hunt. Parks staff will be on hand to give you instructions to get started.

You will need a smartphone and a sense of adventure.

The treasure hunt will take about 1 hour and there are prizes for those completing!

Saturday Oct 12th

12pm–4pm

**Bertram Creek
Regional Park**

Parks Services
1450 KLO Road, Kelowna, BC
250-469-6232 | parks@rdco.com
rdco.com/parks





Household Items | Bikes | Clothing | Ceramics | & More...

Broken?

**DON'T TOSS IT,
Repair it!**



THE Repair Café!



rdco.com/repaircafe

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.



COUNCIL REPORT
Development Services
For the October 8, 2019 Council Meeting

DATE: September 27, 2019 File: Z19-11
TO: Paul Gipps, CAO
FROM: Hailey Rilkoff, Planner I
RE: Z 19-11, Site Specific Zoning Text Amendment, 2475 Dobbin Road
Legal: Lot A District Lot 486 ODYD Plan 36181
Owner: Anterra Westbank Towne Centre LTD.
Agent: BC Liquor Distribution Branch (LDB)

RECOMMENDED MOTION:

THAT Council give first and second readings to City of West Kelowna Zoning Amendment Bylaw No. 0154.85, 2019 (BC Cannabis Store, Z19-11); and

THAT Council direct staff to schedule the bylaw for public hearing.

RATIONALE:

The recommended motion is based on the following considerations:

- Proceeding to rezone this location will further the goal of providing safe access to cannabis in West Kelowna;
- Consideration for rezoning the proposed location is based on the framework outlined in the Non-Medical Cannabis Retail Store Rezoning Policy and direction provided by Council;
- Council will have the opportunity to further evaluate the application and gather input from the public through the Public Hearing process;
- The proposed non-medical retail cannabis store would have had one of the highest scores had it been subject to the evaluation matrix rankings based on location, the proponent, and the security and operational plans; and,
- The site would also house the regional office for BC Cannabis Stores throughout the Okanagan Valley to provide administration, management and training.

LEGISLATIVE REQUIREMENTS:

Council has the authority under s.479 of the *Local Government Act* to create and amend the Zoning Bylaw. Council has the authority under the *Community Charter* to create and amend regulatory bylaws.

BACKGROUND:

History

On September 4, 2018, Council directed the development of a municipal framework that would require proponents for non-medical cannabis retail stores to obtain site-specific zoning approval and further directed the development of a proposed intake process for applicants.

On October 2, 2018, Council adopted the Non-Medical Cannabis Retail Store Rezoning Policy which included a framework and review matrix that would guide the acceptance and evaluation of applications. The framework and matrix were largely based on the criteria that the BC Liquor Distribution Branch (LDB) were applying in the selection of their store locations and store operation. The Policy was created to help inform Council's decision making on selecting four retail cannabis retail stores based on a variety of considerations including location, security, form and character, Bylaw compliance and underlying Zoning.

Through the selection process, Council brought five site-specific rezoning applications forward and as of July 9, 2019, all five have been adopted by Council. Two of the approved non-medical cannabis retail stores are in Westbank Centre and three are located in the Boucherie Centre/West Kelowna Industrial Park.

While the Policy provides direction for the initial intake period of Non-Medical Cannabis Retail Store applications, Section 6.1 maintains Council's discretion in consideration of applications for rezoning and the ability to exempt applications from the Policy or require additional considerations not included in the Policy (*Attachment 2*).

BC Liquor Distribution Branch Application

The BC Liquor Distribution Branch (LDB) undertook efforts to locate available spaces as part of the City's initial intake process but were unable to do so due to a lack of availability to substantiate long term tenancy and capital investment. Since the initial period, the LDB has secured a suitable location that meets the criteria of the LDB and substantially meets the City's Policy. Staff initially brought the LDB's request for consideration of a BC Cannabis Store to Council on July 23rd, 2019, which was not supported by Council.

On August 13th, 2019, after reconsideration of the request, Council directed staff to accept a sixth Zoning Bylaw amendment application for a Provincial BC Cannabis Store. The Non-Medical Cannabis Retail Store Rezoning Policy in accordance with the Development Application Procedures Bylaw outlines the application procedures under which proposals for retail cannabis applications are submitted, assessed and approved to operate in the City.

Location and Surrounding Uses

The subject property is located in a unit on the East side the parcel in an existing multi-tenant building located at 2475 Dobbin Road in West Kelowna. The subject property is approximately 9.7 acres which fronts the Eastbound couplet of Hwy 97 in the Westbank Centre neighbourhood. There are 4 existing multi-tenant buildings on the site with various uses including Save-On Foods, Shoppers Drug Mart, Home Hardware, BC Liquor Store, and various uses including financial, personal services, offices, retail and food service.

The subject property is located in the Westbank Centre neighbourhood and is surrounded by the following uses:

- North – C1, C3 and C4 Zoned Parcels; Hwy 97
- East – R1, R4, and R5 Zoned Parcels

- South – R5 and RC1 Zoned Parcels
- West – P2 and C1 Zoned Parcels

The subject property is located within 800m of multiple Provincial highway intersections and is not directly adjacent to other approved non-medical cannabis retail stores.

Proposal

The applicant has applied for a site-specific text amendment to Zoning Bylaw No. 0154 to allow for a Non-Medical Cannabis Retail Store on the subject property (2475 Dobbin Road). In addition to the retail sales on non-medical cannabis products, the site would also include the regional office for BC Cannabis Stores in the Okanagan Valley (from Osoyoos to Vernon) which will provide administration in addition to both management and staff training for the regional stores.

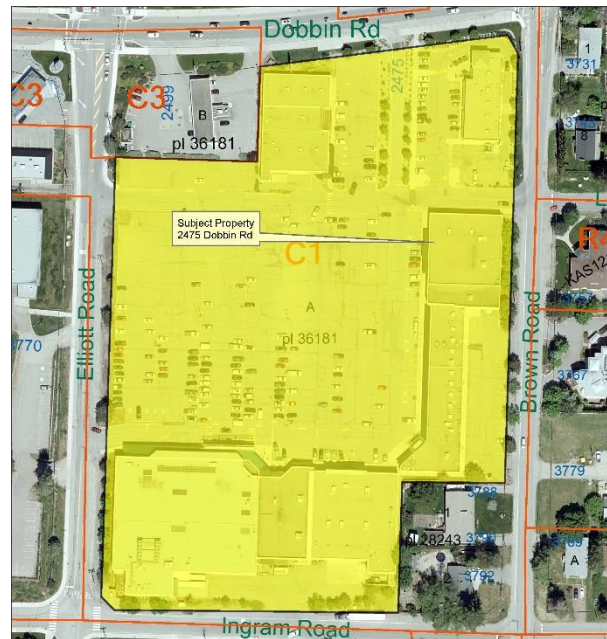


Figure 1 – Subject Property

Policy and Bylaw Review

Official Community Plan Bylaw No. 0100

The proposed site-specific text amendment to allow for a Non-Medical Cannabis Retail Store is supported by the existing Commercial Land Use Designation in the Official Community Plan.

Zoning Bylaw No. 0154

The subject property is zoned C1-Urban Centre Commercial which currently supports a mix of uses including general retail which permits the sale of alcohol. In addition to being commensurate with the purpose of the C1 Zone, the proposed use can be accommodated in the existing building and satisfies all applicable parking requirements in Zoning Bylaw No. 0154.

Non Medical Cannabis Retail Store Rezoning Policy

Based on the Evaluation Matrix used to score applications during the initial intake period, the criteria of which were based on the LDB's criteria, this proposed non-medical retail cannabis store would have had the one of the highest scores had it been subject to the rankings.

Liquor and Cannabis Regulation Branch (LCRB)

Under the *Cannabis Control and Licensing Act*, private retail stores may not operate without a licence issued by the general manager of the LCRB. Public stores run by the LDB are authorized under the *Cannabis Distribution Act* and do not require a licence from the LCRB.

Technical Review

Neighbourhood Location

The proposed BC Cannabis store is located within the preferred neighbourhood of Westbank Centre in accordance with the Policy.

Total Number of Non-Medical Cannabis Retail Stores

Currently, the Policy only permits two non-medical cannabis retail stores within Westbank Centre. However, Council has directed staff to accept the application for the BC Cannabis store and if approved the addition of a third store could be permitted at Council's discretion. This would bring

the total number of non-medical cannabis retail stores to three in Westbank Centre and three in Boucherie Centre/West Kelowna Business Park.

Preferred Underlying Zoning and/or Land Use Designation

The subject property has the preferred Zoning for non-medical cannabis retail stores, which is Urban Centre Commercial (C1). Both the underlying Zoning and future Land Use Designation of Commercial support the proposed use.

Separation from Sensitive Uses

The proposal meets the minimum separation distances from sensitive uses as outlined in Council's Non-Medical Cannabis Retail Store Rezoning Policy. The proposed public entrance of the non-medical cannabis retail store should be a minimum of 100m from the nearest parcel boundary of an Elementary School and 50m from the nearest public entrance of the Johnson Bentley Memorial Aquatic Centre.

Table 1 - Non-Medical Cannabis Retail Store suggested Sensitive Use Buffers

Sensitive Use	Minimum Separation Distance	Actual Separation Distance
Elementary School	100m from any public entrance of the non-medical cannabis retail store to the nearest parcel boundary of the applicable sensitive use	162m – George Pringle Elementary 243m – Our Lady of Lourdes
Johnson Bentley Aquatic Centre	50m from any public entrance of the non-medical cannabis retail store to the nearest parcel boundary of the applicable sensitive use	300m+
Alternative School or Youth Centre	100m from any public entrance of the non-medical cannabis retail store to the front entrance of the sensitive use	300m+ - Westside Learning Centre

Separation from other Non-Medical Cannabis Retail Stores

The proposed location of the BC Cannabis Store does not directly abut another non-medical cannabis retail store in accordance with the Policy.

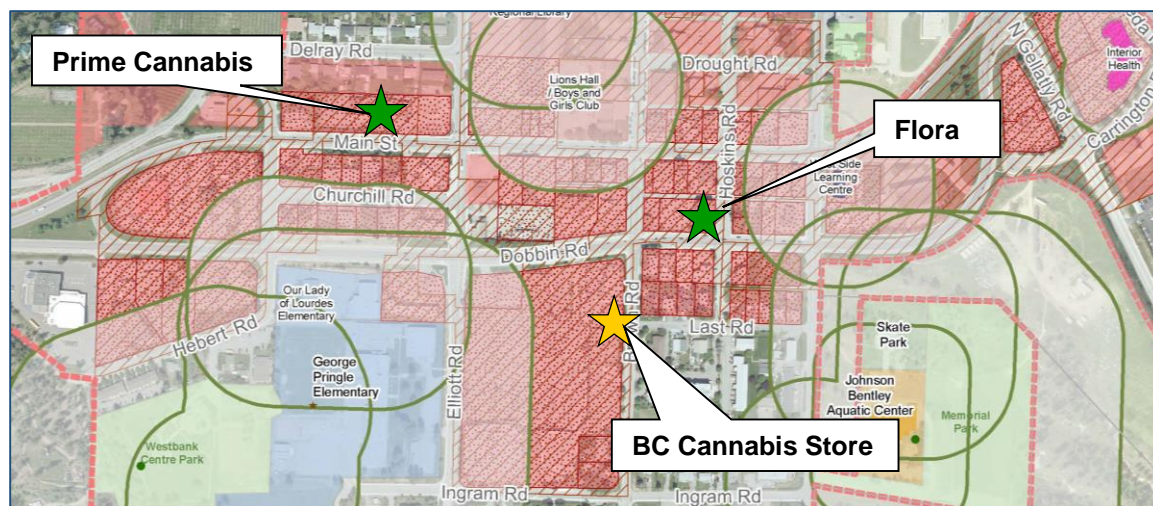


Figure 2 – Westbank Centre Non-Medical Retail Cannabis Stores

Building Design, Aesthetics and Neighbourhood Security

The proposed BC Cannabis Store design is a high quality storefront and retail space which includes a floor plan that mitigates the entrance of minors with an ID Check area. A Commercial Form & Character Development Permit will be required for any external renovations that significantly change the form and character of the building. The mountain design of the opaque window treatment is the standard design of the BC Cannabis Stores.



Figure 3 – Exterior Design of BC Cannabis Stores

Nuisance Activity

BC Cannabis Stores, and the LDB, actively promote the safe and responsible use of cannabis and will use in-store campaigns with strategically placed messaging. Mandatory training for all BC Cannabis Stores staff covers best practices for dealing with nuisance activities and strategies for maintaining a safe environment for employees and customers.

Parking

The Zoning Bylaw requires 3.0 spaces per 100m² (1,076.4ft²) of Gross Floor Area (GFA). The proposed non-medical cannabis retail store has a GFA of approximately 7,116ft² which requires a minimum of 20 parking spaces, which are accommodated in the existing parking lot shared by the various multi-tenant buildings on the site.



Figure 4 – Interior Design of BC Cannabis Stores

Municipal Bylaw Compliance History

The LDB, which operates the BC Liquor Store on the same site, has had no history with the City's Bylaw Compliance and Enforcement Department.

Operational Plan

The LDB has provided an operational plan which addresses security, staff training and odour mitigation in addition to ID check procedures to ensure minors are not permitted entrance inside the BC Cannabis Store. The proposed hours of the BC Cannabis Store are Monday to Sunday, 10am to 10pm. The proposed BC Cannabis Store would occupy approximately half of the retail space in the unit with the remaining area to be used for storage and office space for the LDB's regional office for the Okanagan Valley. The regional office would accommodate staff and management training and regional administration.

Referral Responses

Advisory Planning Commission

The Advisory Planning Commission (APC) considered the application on September 18, 2019 and supported the proposed site specific text amendment (Z19-11) as presented.

Bylaw Services

The City's Bylaw Department has had no complaints involving the BC Liquor Store located on the same site and operated by the LDB.

Ministry of Transportation

The Ministry of Transportation has no objections to the site specific text amendment as proposed. As the subject property is within 800m of a Provincial highway, the amendment bylaw must be forwarded to the Ministry for approval after third reading and prior to adoption.

COUNCIL REPORT/RESOLUTION HISTORY:

Date	Report Topic/Resolution	Resolution No.
August 13, 2019	THAT Council direct staff to accept a Non-Medical Cannabis Retail Store Rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road.	C293/19

PUBLIC NOTIFICATION:

Four Notice of Application signs have been posted on site as per the Development Applications Procedures Bylaw No. 0131. Should Council give first and second reading to the proposed bylaw amendment, a public hearing will be held in accordance with the *Local Government Act*.

ALTERNATE MOTION:

THAT Council postpone first and second reading to City of West Kelowna Zoning Amendment Bylaws No. 0154.85, 2019 (BC Cannabis Store, Z19-11);

Should Council wish to postpone first and second reading, it is requested that direction be provided as part of the Council resolution.

REVIEWED AND APPROVED BY:

Brent Magnan, Planning Manager
Tracey Batten, Deputy CAO/Corporate Officer
Paul Gipps, CAO

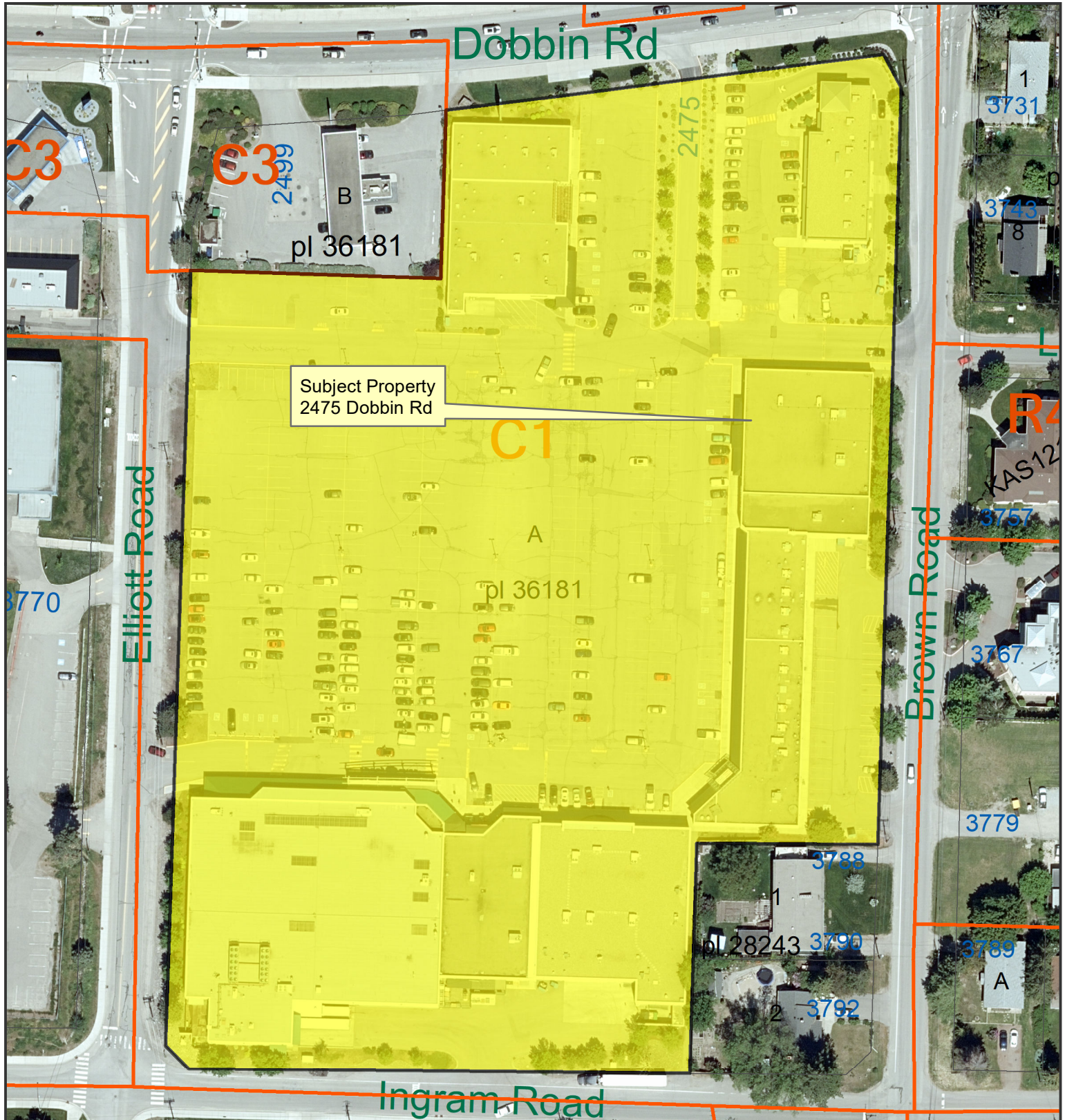
Powerpoint: Yes ☒ No ☐

Attachments:

1. Subject Property Map
2. Non-Medical Cannabis Retail Store Rezoning Policy
3. Proposal Summary
4. Sensitive Use Buffer Map
5. Draft Bylaw No.0154.85



SUBJECT PROPERTY: Z 19-11



LEGEND

- Subject Property
- Zoning Boundary
- Parcels

File: Z 19-11

Legal Description: Lot A, DL 486, ODYD, Plan 36181

0 15 30 60 Metres





CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 7

Approval Date: April 23, 2019

DEPARTMENT:	DEVELOPMENT SERVICES
SUBJECT:	Non-Medical Cannabis Retail Store Rezoning Policy

1. Purpose:

- 1.1.** The purpose of this policy is to outline the criteria that may be considered by West Kelowna Council as part of a rezoning application for a non-medical cannabis retail store. This policy is intended to serve as a guiding framework for applicants, staff and Council as part of the application and review process.

2. Application Procedure:

- 2.1.** An application for a non-medical cannabis retail license shall be submitted to the Liquor and Cannabis Regulation Branch (LCRB) prior to submitting a rezoning application to the City. All proponents seeking a non-medical cannabis retail store shall apply to the City for site-specific rezoning to permit this use in accordance with the City of West Kelowna's Development Applications Procedures Bylaw. The City will make every effort to review the rezoning applications for a non-medical cannabis retail store as part of the initial application intake concurrently with the Provincial review, where possible.

3. Initial Application Intake Framework and Review Process

- 3.1.** Rezoning applications for non-medical cannabis retail stores will be accepted by the City for an initial intake period from October 17, 2018 to 4:00 p.m. on January 2, 2019.
- 3.2.** This initial intake period will be advertised on the City's website, on social media, newspaper advertisements in the Westside Weekly and through the release of a Public Service Announcement.
- 3.3.** Following the closure of the intake period, the City will review the applications and any incomplete applications will be closed and application documents will be returned to the applicant.
- 3.4.** The City will review all complete rezoning applications submitted during this initial intake within one definitive time period (i.e. one to two months). The time period associated with the review of the applications from the initial intake period will be dependent upon how many applications the City receives. However, the City will strive to review the applications on a timely basis. The City will post its anticipated timeframe for review on the City's website following the closure of the intake period once the total number of submitted applications is known.
- 3.5.** All complete applications will be processed in accordance with the City's Development Applications Procedures Bylaw and evaluated in accordance with the Evaluation Guidelines

outlined in this policy (as well as in accordance with additional City bylaws, policies and master plans including the Official Community Plan, Zoning Bylaw, Business Licensing and Regulations Bylaw and the Westbank Centre Revitalization Plan).

4. Evaluation Guidelines

4.1. Applications for non-medical cannabis retail stores will be evaluated by the City in accordance with the evaluation guidelines specified below and as weighted in the Evaluation Matrix attached to and forming part of this policy as Schedule A, Evaluation Matrix.

(a) *Neighbourhood Location*

- i. Non-medical cannabis stores will be considered within the neighbourhood boundaries of Westbank Centre and Boucherie Centre/West Kelowna Industrial Park (as depicted on Schedules B and C).
- ii. Non-medical cannabis retail stores should be located and sited in such a manner that minimizes any potential negative impact on the existing neighbourhood (i.e. preference may be given to applications that are not adjacent to or near established residential neighbourhoods or existing businesses that offer services that may be perceived to have a land use conflict with a proposed non-medical cannabis retail store).

(b) *Total Number of Non-Medical Cannabis Retail Stores*

- i. As part of the initial approval process, a total of 5 non-medical cannabis retail stores may be permitted in West Kelowna, limited to the following neighbourhoods:
 - 2 non-medical cannabis retail stores within the neighbourhood of Westbank Centre
 - 3 non-medical cannabis retail stores within the neighbourhood of Boucherie Centre/West Kelowna Industrial Park

(c) *Preferred underlying Zoning and/or Land Use Designation*

- i. Non-medical cannabis retail stores should be located on parcels within the identified neighbourhoods specified in Section 4.1(a) with the following underlying commercial and/or industrial zoning designation:
 - Urban Centre Core Commercial Zone (C1)
 - Service Commercial Zone (C4)
 - Light Industrial Zone (I1)
 - Gasoline Service Station Commercial Zone (C3) *in Boucherie Centre/West Kelowna Business Park only.*
- ii. Despite 4.1(c)i, non-medical cannabis retail stores may also be considered on parcels within the identified neighbourhoods with the following future land use designations as specified in the City of West Kelowna Official Community Plan:
 1. Commercial;
 2. Business Park;
 3. Industrial; and

non-medical cannabis retail stores may also be considered on parcels envisioned for future commercial use as specified in the 2011 Westbank Centre Revitalization Plan.

- iii. In terms of evaluation, preference will be given to parcels with commercial zoning and/or commercial land use designations (either in the OCP or Westbank Centre Revitalization Plan) over industrial zoning or industrial land use designations in order to preserve industrial lands for industrial uses.
- iv. Existing lands zoned or designated residential will result in an unsatisfactory scoring as part of the evaluation matrix.

(d) Separation from Sensitive Uses

- i. **Westbank Centre Neighbourhood:** Non-medical cannabis retail stores located in the Westbank Centre neighbourhood should be sited at least the distance specified in Column 2 from the sensitive use identified in Column 1 as identified in Table 1 below:

Table 1. Minimum Separation Distances (Westbank Centre)

Neighbourhood: Westbank Centre		
Column 1	Column 2	Column 3
Sensitive Use	Minimum Separation Distance	Distance Measured From
Elementary School	100 m	Any public entrance of the non-medical cannabis retail to the nearest parcel boundary of the applicable sensitive use
Middle School	100 m	
Highschool	250 m	
Select Parks, including such parks as: <ul style="list-style-type: none"> • Springer Park • Westbank Centre Park • Memorial Park 	100 m	
Select Sports Facilities, including such facilities as: <ul style="list-style-type: none"> • Johnson Bentley Aquatic Centre 	50 m	
Alternative School or Youth Centre, including such facilities as: <ul style="list-style-type: none"> • Westside Boys and Girls Club • Westside Learning Centre 	100 m	Any public entrance of the non-medical cannabis store to the front entrance of the sensitive use
Library	100 m	
Select Medical Facilities, including such facilities as: <ul style="list-style-type: none"> • Interior Health parcel located on Butt Road (Lot A, Plan EPP 970, DL 486, PID 028-573-048) West Kelowna Health	50 m	

Centre (2300 Carrington Road)		
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- ii. **Boucherie Centre/West Kelowna Business Park Neighbourhood:** Non-medical cannabis retail stores located in the Boucherie Centre/West Kelowna Business Park neighbourhood should be sited at least the distance specified in Column 2 from the sensitive use identified in Column 1 as identified in Table 2 below:

Table 2. Minimum Separation Distances (Boucherie Centre/West Kelowna Business Park)

Neighbourhood: Boucherie Centre/West Kelowna Business Park		
Column 1	Column 2	Column 3
Use	Minimum Separation Distance	Distance Measured From
Elementary School	100 m	Any public entrance of the non-medical cannabis retail to the nearest parcel boundary of the applicable sensitive use
Middle School	100 m (However, sites within 100 m may be considered if they are separated from the sensitive use by Highway 97).	
Highschool	250 m (However, sites within 250 m may be considered if they are separated from the sensitive use by Highway 97).	
Mt. Boucherie Sports Field		
Select Sports Facilities including: <ul style="list-style-type: none">Royal LePage Place/Jim Lind Arena)		
Select Parks, including such parks as: <ul style="list-style-type: none">Darroch ParkRosewood Sports FieldRecently acquired and currently unnamed parks located in the immediate vicinity of Rosewood Sports Field (to the south and south west of Rosewood Sports Field)	100 m	Any public entrance of the non-medical cannabis retail to the nearest parcel boundary of the applicable sensitive use

iii. **Other Separation Distances that May be Considered**

1. In addition to the desired separation distances identified in 4.1(d)i and 4.1(d)ii, preferred consideration may also be given to locations that minimize impact on additional sensitive uses, including existing established residential neighbourhoods and/or existing businesses that offer services that may be perceived to have a land use conflict with a proposed non-medical cannabis retail store.

(e) ***Separation from other Non-Medical Cannabis Retail Stores***

- i. Non-medical cannabis retail stores should not be directly abutting another non-medical cannabis retail store.

(f) Building Design, Aesthetics and Neighbourhood Security

- i. In order to ensure high quality storefronts in key commercial areas of the community, applications shall include a graphical representation of the proposed interior and exterior store design (i.e. floor plans, architectural drawings, coloured renderings). This shall include all information needed to illustrate how the proposed non-medical cannabis retail store will meet all related regulations, policies, bylaws and commercial Development Permit guidelines (of both the Provincial and Municipal authorities).
- ii. Interior Building Design
 1. The proposed floor plan should clearly indicate how the store layout will mitigate the entrance of minors.
- iii. Exterior Building Design
 1. The proposed exterior building design shall depict how the proposed exterior design meets Commercial Development Permit Guidelines as per the City's Official Community Plan (and if the store is proposed for Westbank Centre, also how the proposed exterior building design meets the design guidelines specified in the Westbank Centre Revitalization Plan). All proposals shall clearly demonstrate how the proposed exterior of the building enhances the street character.
 2. The proposal shall include an analysis by a professional competent in Crime Prevention through Environmental Design (CPTED) and demonstrate that it meets the Provincial Physical Security Requirements. In terms of CPTED design, preference will be given to design parameters that enhance the streetscape and pedestrian experience such as:
 - a. Installation of adequate lighting both during and outside operating hours;
 - b. Locating the primary retail entrance facing a street; and
 - c. The absence of visible security measures (such as barred windows and/or retractable security gates, etc.) that may retract from the overall streetscape.

(g) Nuisance Activity

- i. The applicant shall include with their application a detailed description of how nuisance behavior, such as consumption of product outside the store premises, odors from ventilation, etc., is to be managed and mitigated (i.e. location of venting, carbon filters, etc.) to reduce any nuisance activity on established businesses and residents in the surrounding area which may result from the operation of a non-medical cannabis retail store.

(h) Parking

- i. Parking requirements shall be in accordance with Part 4 Off-Street Parking and Loading of the City's Zoning Bylaw and will be classified as 'retail' for the purpose of Table 4.1 Required Parking Spaces.

(i) *Municipal Bylaw Compliance History*

- i. Proponents (applicants, directors, business owners) for a Non-Medical Cannabis retail store should clearly demonstrate that they do not have a history of infractions related to the business operation within the City.

(j) *Operational Plan*

- i. The Operational Plan should demonstrate the details of the operation of the proposed business, including proposed hours of operation, experience of applicants/owners, and the proposed plan for ensuring the business is in compliance with Federal, Provincial and municipal regulatory frameworks.

5. Process following Initial Evaluation

- 5.1. Following the initial evaluation of applications, a summary of all applications and evaluation scores will be compiled and provided to Council.
- 5.2. The highest scoring applications stemming from the evaluation process will be recommended to Council for further review and consideration in accordance with the Development Application Procedures Bylaw (i.e. first and second reading). The remainder of the applications will be recommended for closure, except for the two nearest scoring applications. These applications will be recommended to be put on hold until such time the four highest scoring applications have received both City approval and a license through the Liquor and Cannabis Regulation Branch. Should one of the City's top scoring applications fail to receive a license from the Liquor and Cannabis Regulation Branch, these next highest scoring applications will be brought forward for Council's consideration.
- 5.3. The number of applications considered for further review by Council will depend on the number of complete applications received and the scoring of the applications. Applicants will be advised in writing what their application score was and if their application was selected to move forward for consideration by Council for bylaw readings.
- 5.4. In the event of a tie within the highest scoring applications, all tied applications will be brought forward for Council's consideration.

6. Council Discretion

- 6.1. While this policy is intended to provide a guiding framework which would apply to all rezoning applications for non-medical cannabis retail stores, Council maintains full discretion in consideration of applications for rezoning and may at its sole discretion, exempt applications from this policy or require additional considerations not included in this policy.

7. Effective Date

- 7.1. This policy shall come into force on the date of Federal legalization of non-medical cannabis.

8. Subsequent Application Intake Framework and Future Policy Review

- 8.1.** It is anticipated that this Policy will be reviewed within 18-24 months following the effective date of the policy to consider implications on land use (if any) that have resulted from the initial implementation of non-medical cannabis retail stores.
- 8.2.** In the event that a non-medical cannabis retail license is cancelled or revoked before this policy is reviewed in its entirety, an announcement may be made on the City's website, within a reasonable timeframe, specifying a future intake period and review timeline for subsequent rezoning applications to replace the cancelled/revoked license.

Previous Revision/s: none



**LIQUOR
DISTRIBUTION
BRANCH**

BC CANNABIS STORES

August 19th, 2019

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

Dear Mayor and Councillors:

Re: Non-medical cannabis retail store application

Please accept the Liquor Distribution Branch's (LDB) rezoning application to locate a **Government operated** non-medical cannabis retail store at **2475 Dobbin Road**. The LDB has received support from the property owner to proceed with this application (authorization form and supporting materials attached).

About the LDB

The LDB is one of two branches of government responsible for the beverage alcohol industry in BC. The *Liquor Distribution Act* gives the LDB the sole right to purchase and distribute beverage alcohol for the province. The LDB is also the public liquor retailer in the province's mixed public-private model, operating 197 retail outlets under the brand 'BC Liquor Stores.'

Under the [Cannabis Distribution Act](#), the LDB is also the sole wholesale distributor of non-medical cannabis in British Columbia and operates standalone, public retail stores and provides online sales. Since legalization, the LDB has opened four BC Cannabis Store retail locations in three communities and we are actively working to roll out more stores to service the needs of customers across the Province.

Revenue generated through the LDB's wholesale and retail operations is remitted to the Provincial Government and contributes to supporting vital public services such as health care and education.

Location of proposed BC Cannabis Store

The LDB is proposing to open a BC Cannabis Store at Westbank Centre for a number of reasons, including that the site is:

- Located in an existing retail node and therefore consistent with the nature of the immediate area;
- Easily accessible to customers with ample parking; and
- Not expected to adversely impact traffic in the surrounding area, given its location in an already established retail complex.
- The property is within range of the 100m sensitive use separation distance for both George Pringle Elementary School and Our Lady of Lourdes Catholic School, however the public entrance of unit itself is well over 100m from both locations as required in section 4.1.(d) of the Policy.

The size of the proposed non-medical cannabis retail store is approximately 7,116 square feet of which we envision roughly half being dedicated to retail, with the remainder being utilized for office and administrative space for store staff and our regional office. The need for larger stores speaks to BCCS' commitment to building for the future, as we think about how the availability of new products, such as edibles, beverages, topicals and infusions, we will ultimately require larger display areas, refrigeration and a revised store configuration. The additional square footage also allows us to increase educational presence within the store by adding comprehensive panel displays to better inform and support our customers.

Our commitment to community engagement and social responsibility

The LDB works closely with the Liquor and Cannabis Regulation Branch (LCRB), the Ministry of Public Safety and Solicitor General, and the Ministry of Attorney General to encourage the safe and responsible consumption of alcohol and non-medical cannabis in BC.

We are committed to working in partnership with local governments to ensure a smooth introduction of non-medical cannabis to the retail market in BC communities. While government-operated BC Cannabis Stores do not require a licence from the LCRB^[1], we are committed to following all municipal zoning processes and meeting all bylaw requirements, as well as working with local law enforcement agencies to maintain public safety.

Social responsibility is integral to the LDB and has been part of our corporate culture for decades. BC Liquor Stores have a well-established history of both undertaking initiatives encouraging the responsible use of our products and fundraising campaigns to give back to the local community.

Since 2010, the LDB has raised tens of thousands of dollars from staff and customers at our Westbank BC Liquor Stores location, with most of the funds being allocated to programs within West Kelowna.

Our current BC *Liquor* Stores social responsibility programs will serve as examples as we move forward on developing our BC *Cannabis* Stores social responsibility endeavours. Our current efforts in the cannabis field include:

- Delivering products that meet strict safety and quality requirements. All cannabis products purchased through the LDB's wholesale channel and sold through BC Cannabis Stores are purchased from federally licensed producers.
- Promoting the safe and responsible use of non-medical cannabis through social responsibility campaigns aimed at keeping cannabis out of the hands of minors, preventing driving under the influence, and informing the public about potential associated health risks of consuming cannabis.
- Actively discouraging customers from engaging in high-risk behavior such as driving under the influence, consuming cannabis during pregnancy and participating in sporting activities while under the influence of cannabis;
- Increasing awareness of the dangers associated with over-consumption or risky behavior through various [in-store campaigns](#) with strategically placed messaging, and;

^[1] As a branch of the Ministry of Attorney General, the LDB does not require a formal license from the LCRB to operate a retail cannabis store - written confirmation from the LCRB is attached.

- Incorporating environmental sustainability into all facets of our business with a goal of reducing our environmental footprint and being a leader in sustainable retailing.

Keeping cannabis out of the hands of minors.

Unlike liquor stores, minors will not be permitted inside BC Cannabis Stores, even if they are accompanied by a parent or guardian. Our ID-check policy at store entranceways prevents minors from entering our stores. All our staff receive comprehensive training in verifying ID, and will request age verification from all customers appearing to be under the age of 30.

Odour Mitigation

Product must be packaged and sold in accordance with Health Canada's packaging requirements, in a child-proof container. Since the product is prepackaged at the point of cultivation, there is little-to-no noticeable odor emitted from the store.

There will also be a ventilation and filtration system in order to reduce or eliminate odors. In the event that neighbouring tenants or customers have any concerns in this regard, the LDB will respond to these requests immediately. To date we have received no complaints regarding odours from any of our four stores currently in operation. Please see attached odour mitigation plan.

Cannabis store operations

BC Cannabis Stores are bright, clean, welcoming and professional, with the intent of creating a safe and favourable alternative to purchasing non-medical cannabis from the illicit market. Storefronts have frosted windows to align with federal and provincial laws requiring that cannabis not be visible from outside the store. The LDB is willing to work with the City of West Kelowna to ensure that the aesthetics of the store exterior complies with the design character of the existing shopping centre and surrounding land uses.

All BC Cannabis Stores employ unionized staff. This particular location will have approximately 20 employees, including a Store Manager, at least one Assistant Store Manager, and staff comprised of full and part-time Cannabis Consultants. Wages start at \$21.00 per hour with benefits and pension eligibility as Provincial employees. All prospective employees must undertake an Enhanced Security Screening (ESS) as mandated by Provincial law.

Most stores will be open from Monday to Sunday, 10 am to 10 pm., though store hours may vary by location, following consultation with local government.

Our neighbourhood strategy includes:

- *Keep It Safe*, a mandatory full-day training program, for all staff. This program covers best practices for dealing with intoxicated customers, suspicious activities, and instances of violence, theft or nuisance. Additional topics covered include understanding cannabis related laws and strategies for maintaining a safe environment for employees and customers.
- Implementation of procedures on how to deal with unruly customers, store safety, loitering, and consumption outside the premises. Procedures are in place to ensure there are at

least two employees in the store at all times and that stores are alarmed and locked outside business hours. For events that occur outside of the store, staff are trained to contact mall security, if applicable, or to call 911.

- Training staff on how to verify a customer's age and to identify signs of fraudulent I.D.
- Transporting expired or defective product off-premises for destruction. There will be no disposal of cannabis at any store, further reducing the risk that cannabis will fall into the hands of minors or the illicit market

Security

Customer, employee, and community safety is paramount. The LDB brings over 40 years of experience working with local government, enforcement agencies, and security experts in establishing and operating secure retail stores in BC, and nearly 100 years of retailing regulated products. The LDB utilizes Crime Prevention through Environmental Design (CPTED) principles when designing our retail stores.

BC Cannabis Stores are supported by the LDB's Corporate Loss Prevention department and privately contracted security personnel are available to work in conjunction with store staff to ensure security practices and protocols are followed.

All BC Cannabis Stores have:

- Centrally-monitored province-wide intruder and fire monitoring systems;
- Interior and exterior camera surveillance;
- Locked and tempered glass display cases for cannabis accessories;
- A secure storage room for product storage;
- Durable and reliable commercial-grade doors and locks;
- Security shutters and smash-resistant windows.

Further details regarding BC Cannabis Stores and the LDB's social responsibility efforts are included in the attached presentation. If you require additional materials or have any questions we would be very happy to provide it. We thank you in advance for your consideration of our application.

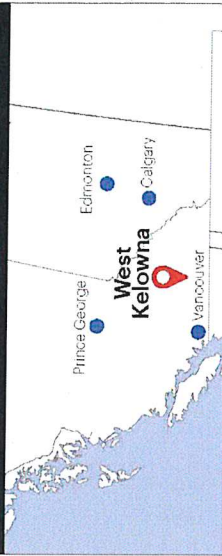
Sincerely,

Rory Mandryk
Executive Director, Corporate Operations, Real Estate & Corporate Loss Prevention
BC Liquor Distribution Branch



Westbank Town Centre

2475 Dobbin Road, West Kelowna, BC



This is a representation for leasing purposes only and should not be used for measurements and co-tenancy of any kind. This drawing is not to scale.

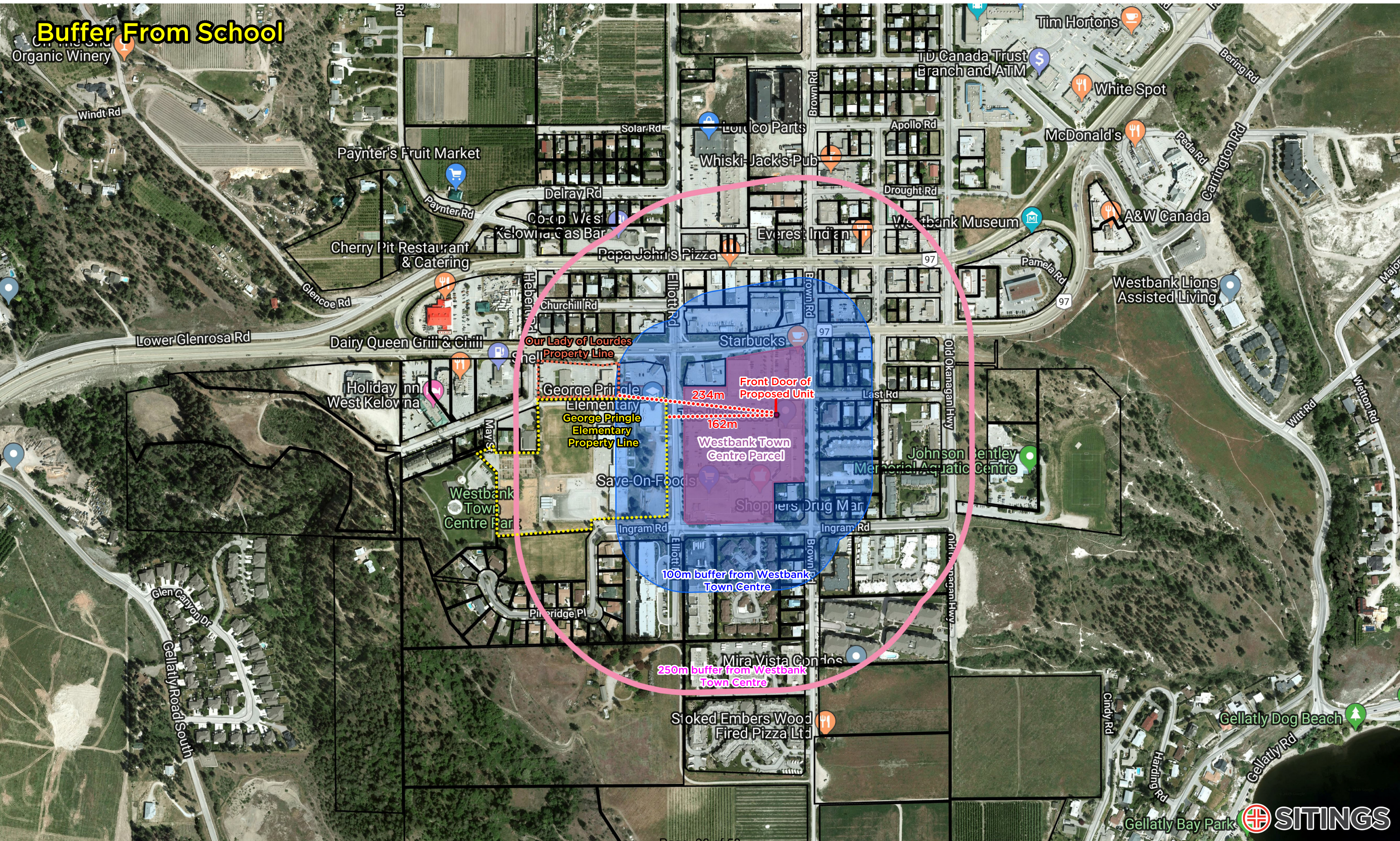
Leased Available Common Areas Separate Ownership

Unit #	Sq.ft.	Tenant Name
1	28,874	Save-On-Foods
2A	10,035	Home Hardware
3	16,679	Shoppers Drug Mart
10	3,486	Royal LePage
12	1,600	Capri Insurance
14	1,600	Cabella Hair Design
15	1,215	Westbank Vision Care
18	3,219	Town Centre Medical
20	808	Revive Nail Bar
22	1,193	UPS Store
23	7,716	Urban Dollar Store
24	6,306	Anytime Fitness
27	8,753	BC Liquor Store
29	4,378	Scotiabank
30	1,680	Starbucks
31	1,060	Panago
34	968	Flight Centre
36	968	Tom Harris Cellular
38	1,200	Score MD

Anthem
anthemproperties.com

Mike Peebles
mpeebles@anthemproperties.com
604 638 4389

Buffer From School



CITY OF WEST KELOWNA

BYLAW NO. 0154.85

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. 0154.85, 2019".

2. Amendments

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

2.1 By adding to Section 11.1 Urban Centre Commercial Zone (C1), Sub-section 11.1.4 (Site Specific Uses, Building and Structures):

On Lot A DL 486 ODYD Plan 36181 (2475 Dobbin Road): one Non-Medical Cannabis Retail Store as indicated on Schedule 'B' of Zoning Amendment Bylaw No. 0154.85.

2.2 By depicting the site specific text amendment on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map) as shown on Schedule 'A' attached to and forming part of this bylaw.

READ A FIRST TIME AND SECOND TIME

PUBLIC HEARING HELD

READ A THIRD TIME

APPROVED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

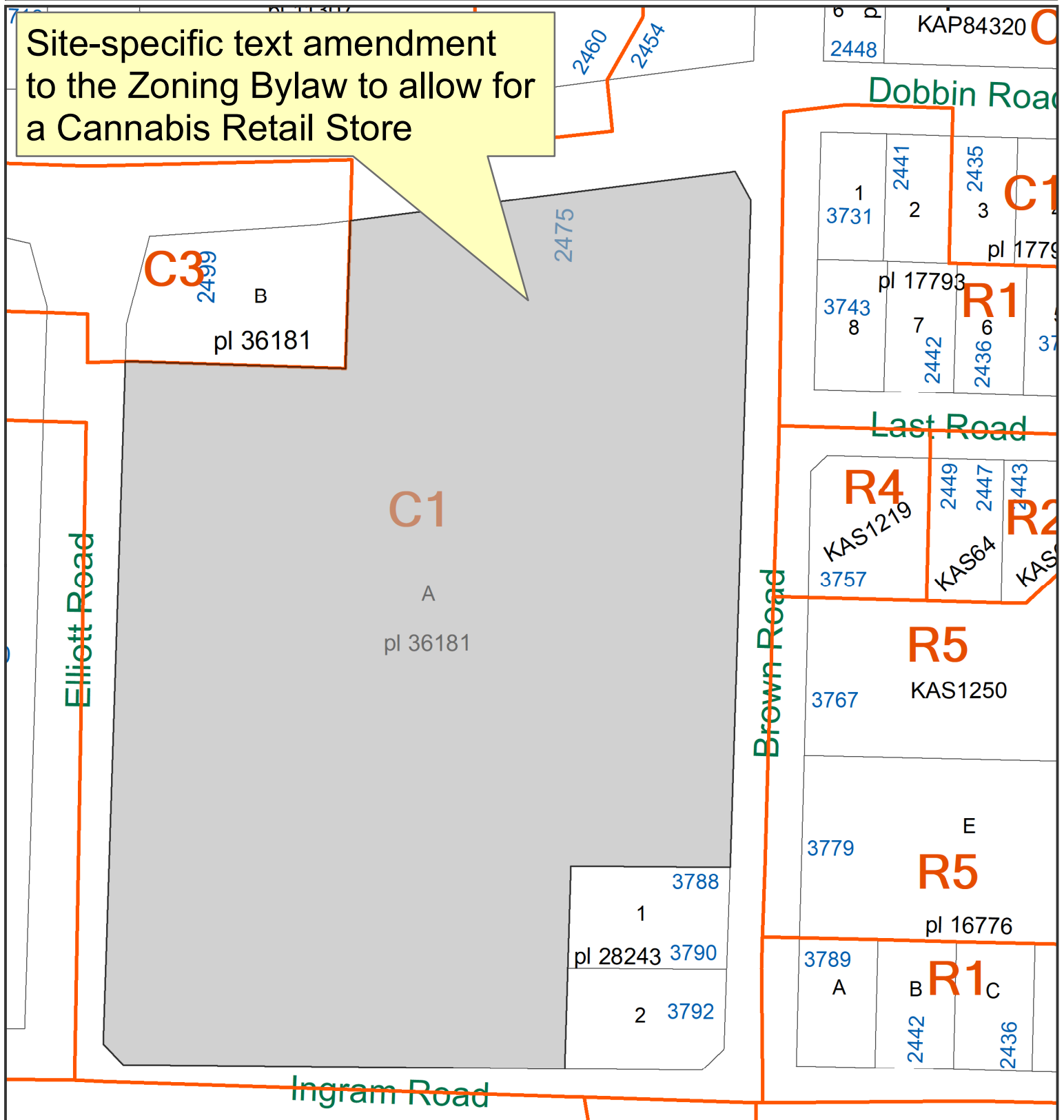
ADOPTED

MAYOR

CITY CLERK



Site-specific text amendment
to the Zoning Bylaw to allow for
a Cannabis Retail Store



File: Z 19-11

Legal Description: Lot A District Lot 486,
ODYD, Plan 36181

0 20 40 80
Metres

1:1,500 Page 38 of 58

LEGEND

- Subject Property
- Zoning Boundary
- Parcels



Date: 2019-09-25



SCHEDULE 'B' of BYLAW NO. 0154.85



File: Z 19-11

Legal Description: Lot A District Lot 486, ODYD, Plan 36181

Address: #23-2475 Dobbin Road, West Kelowna, BC



INFORMATION ONLY COUNCIL REPORT
Engineering / Public Works
For the October 8, 2019 Council Meeting

DATE: October 2, 2019
TO: Paul Gipps, CAO
FROM: Mark Roberts, Flood Recovery Supervisor
RE: Multi-Sport Centre Update No. 12 – October

BACKGROUND:

Further to the last update at the July 9th Council Meeting, the City has completed significant works associated with the Multi-Sports Facility site, including;

- Installation of the artificial turf field surfacing
- Installation and inflation of the dome
- Installation of all utilities, excluding communications
- Construction of the washroom facility
- Installed majority of landscaping components, furnishings, irrigation system
- Constructed the parking lot and storm drainage systems
- Commissioned the new 600mm transmission watermain
- Nearly achieved substantial completion for the Transmission Watermain and Multi-sport dome project
- Completed site specific operational training with Operations and Facilities staff
- Conducted a site walkthrough with Recreation and Operations staff to introduce new programming and daily operating requirements
- Conducted a site walkthrough with Council to view the new facility
- Completed a site walkthrough with WYSA



Photo 1: Interior of Multi-Sport Centre



Photo 2: Multi-Sport Centre as observed from Rosefield Drive



Photo 3: Areal Photo of site. Taken August 2019



Photo 4: Entrance to the West Kelowna Multi-Sport Centre, c/w draft entrance signage



Photo 5: Driveway Entrance, Storage Container and Landscaping



Photo 6: Washroom Building

FINANCIAL IMPLICATIONS:

N/A

REVIEWED AND APPROVED BY:

Allen Fillion, Director of Engineering & Public Works
Tracey Batten, Deputy CAO/Corporate Officer
Paul Gipps, CAO

Powerpoint: Yes X



INFORMATION ONLY COUNCIL REPORT
Engineering / Public Works
For the October 8, 2019 Council Meeting

DATE: October 3, 2019
TO: Paul Gipps, CAO
FROM: Stacey Harding, Parks & Fleet Operations Manager
RE: Cemetery Marker Theft Update

BACKGROUND:

During the evening hours of September 14/15 the locks to the entrance of the Westbank Cemetery were cut. Thieves entered the west, cremation plot area where some of the earliest burials are located. On the morning of September 16, RCMP notified staff that approximately 60 markers were stolen over the weekend. Staff's assessment determined that 57 bronze markers were removed from their pillows. Thankfully, two of the 57 were left behind leaving 55 unaccounted for.

Rather than make a general public announcement, staff made the decision to immediately conduct an inventory to identify the families effected by this criminal act and contact them directly.

Concurrently, staff were contacting bronze and granite marker manufactures to advise them of the theft with a gentle suggestion that the usual retail cost be softened respecting the financial and emotional impact this would have on the families. Staff also calculated the cost and impact on the City for re-installation and determined it prudent that staff utilize new highly adhesive products and conduct the work free of charge for our clients. The Cemetery Bylaw defines that markers and headstones be bought by the client and remain the possession of the client should repairs or replacement be necessary.

Late afternoon of September 23rd, staff received an uplifting call from the local RCMP that many of the markers had been found through their excellent police work and local tips. On the morning of September 24th staff obtained the markers from the RCMP and went to work determining how many of the 55 were returned in good condition and how many were either missing or damaged beyond repair. The condition assessment concluded:

Returned in Good Condition	Damaged and Unrepairable	Total
36	19	55

Staff again reached out to the families. The clients whose markers were in good condition were informed their markers would be reinstalled free of charge. Those with damaged markers were provided with supplier contact information, anticipated price points and installation free of charge. Staff also suggested that granite be considered, as it is not recyclable for profit.

Between then and now, clients and families have been coming in with their decisions and arrangements are being made. To a large extent, our clients are disappointed at the act of this brazen theft but in the same light thankful on the position and assistance the City has taken on this matter. The City's Parks & Fleet Operations clerk, Darlene Alexander, has done an outstanding job reaching out to families and relatives regarding the markers that, in some instances, were placed over 50 years prior.

Immediately after the theft, staff met to determine security and prevention options. This included,

- An increased Security presence,
- Upgraded chains and locks, and
- Security Camera pricing.

To date, the security and lock upgrades have been completed. Camera costs have been received and staff is considering the camera installation feasibility.

Council and staff understand members of the public have reached out to the City with compassionate support to offer fundraising assistance. On September 25th, Council resolved the following:

THAT Council consider and direct staff to establish an account to accept donations towards the replacement of the stolen cemetery plaques at the Westbank Cemetery; and,

THAT Council rise and report on this resolution through a media release.

Based on Council's desire, staff met on October 3rd to discuss the logistics of setting up a donation and financial assistance program.

FINANCIAL IMPLICATIONS:

Based on Council's direction, a trust account be set up to receive donations that would provide financial assistance to the 23 families whose markers were damaged beyond repair. This account would be closed on December 6, 2019 or earlier if the account donation cap (see below) has been reached.

The maximum amount a family could receive is \$448. Families would be required to submit receipts for reimbursement from the fund. If the fund does not reach the account donation cap, the funds collected would be divided between those who submitted a receipt to a maximum amount of \$448. Donors are entitled to a tax receipt for donations exceeding \$20.

Replacement Items	Cost	Total
19 – Granite markers	\$ 448 (included taxes)	\$ 8,512
4 – bronze name plates	\$ 252 (includes taxes)	\$ 1,008
	Account Donation Cap	\$ 9,412

Damaged beyond Repair



Returned Markers



Site before Theft



REVIEWED AND APPROVED BY:

Allen Fillion, Director of Engineering and Public Works
Tracey Batten, Deputy CAO/Corporate Officer
Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒



COUNCIL REPORT
Financial Services
For the October 8, 2019 Council Meeting

DATE: September 25, 2019
TO: Paul Gipps, CAO
FROM: Lisa Siavashi, Financial Services Manager/Deputy CFO
RE: 2020 Permissive Property Tax Exemption Bylaw No. 0269, 2019

RECOMMENDED MOTION:

THAT Council adopt “Permissive Tax Exemption Bylaw No. 0269, 2019”.

RATIONALE:

At the September 17th, 2019 regular meeting, Council gave three reading to Bylaw No. 0269, 2019. This bylaw is now before Council for consideration of adoption.

If adopted, Bylaw No. 0269 would contain full or partial exemptions in 2020 for fourteen places of worship and private schools, full or partial exemptions for six not-for-profit organizations and a full exemption for two public/local authorities. One not-for-profit organization, the Greater Westside Board of Trade, will receive a 90% exemption due to a portion of their space being leased to the private sector

LEGISLATIVE REQUIREMENTS:

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

COUNCIL REPORT/RESOLUTION HISTORY:

Date	Report Topic/Resolution	Resolution No.
Sept 17 th , 2019	<u>It was moved and seconded</u> THAT Council give first, second and third reading to “Property Tax Exemption Bylaw No. 0269, 2019”; and	

	<p>THAT notice of intention to proceed with Bylaw No. 0269 be published on the 18th and 25th day of September 2019 in the <i>Westside Weekly</i> newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the <i>Community Charter</i>.</p> <p><u>CARRIED UNANIMOUSLY</u></p>	
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FINANCIAL IMPLICATIONS:

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

a) City of West Kelowna taxes in 2020	\$ 106,233
b) Other tax levies in 2020:	
School Tax	68,960
Hospital	9,054
Regional District	9,408
Other	8,966
	<u>\$ 96,388</u>
Total:	<u>\$ 202,621</u>

The respective amounts for the 2019 taxation year were:

a) City of West Kelowna taxes in 2019	\$ 105,032
b) Other tax levies in 2019:	
School Tax	73,362
Hospital	9,278
Regional District	9,604
Other	8,824
	<u>\$ 101,068</u>
Total	<u>\$ 206,100</u>

REVIEWED AND APPROVED BY:

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

Powerpoint: Yes ☐ No ☒

Attachments:

1. Permissive Tax Exemption Bylaw No. 0269, 2019

CITY OF WEST KELOWNA

BYLAW NO. 0269

A BYLAW TO EXEMPT CERTAIN LANDS AND BUILDINGS FROM TAXATION

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

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

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

1. This Bylaw may be cited as the “Property Tax Exemption Bylaw No. 0269, 2019”.
2. Subject to Section 224(2) (f)(i), (f)(ii), (f)(iii) and (h) of the *Community Charter*, the following places of worship and private schools, together with all exempt buildings and halls and all lands surrounding the buildings and halls, shall be exempt from taxation for the 2020 taxation year:

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

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

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

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

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

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

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

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

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

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

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

3. Subject to Section 224 (2)(a) of the *Community Charter*, the following Miscellaneous Non-Profit lands and improvements, unless otherwise specified, shall be exempt from taxation for the 2020 taxation year:

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

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

And

DISTRICT LOT 5205 (Folio: 15592.000)

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

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

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

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

Civic: 3031 McIver Road
Owner: Morning Star Bible Camp

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

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

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

Civic: 2476 Main Street
Owner: Pathways Abilities Society

4. Subject to Section 224 (2)(a) of the *Community Charter*, the following Miscellaneous Non-Profit lands and improvements, unless otherwise specified, shall be partially exempt (90% of value exempted) from taxation for the 2020 taxation year:

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

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

5. Subject to Section 224(2) (d)(i) of the *Community Charter*, the following land or improvements that are owned by a public/local authority unless otherwise specified, shall be exempt from taxation for the 2020 taxation year:

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

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

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

Civic: Casa Palmero Drive
Owner: Westbank First Nations

READ A FIRST, SECOND AND THIRD TIME THIS 17th DAY OF SEPTMEBER, 2019

Notice of intention to proceed with this bylaw will be published on the 18th and 25th day of September 2019, in the *Westside Weekly* newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

ADOPTED THIS DAY OF , 2019

MAYOR

CITY CLERK



INFORMATION ONLY COUNCIL REPORT
Financial Services
For the October 8, 2019 Council Meeting

DATE: September 30, 2019
TO: Paul Gipps, CAO
FROM: Lisa Siavashi, Financial Services Manager/Deputy CFO
RE: 2019 Property Tax Sale - Results

EXECUTIVE SUMMARY:

To provide Council with an update on the 2019 Annual Property Tax Sale

BACKGROUND:

The *Community Charter* and *Local Government Act* require an Annual Property Tax Sale to be held on the last Monday of September involving any properties that have three years of unpaid property taxes.

As of August 13th of this year, outstanding taxes amounted to \$4,031,771 of which \$214,529 were “delinquent” (outstanding from 2017). Staff issued notices to the owners of 74 delinquent properties advising of the impending tax sale. By September 12th, 36 properties remained on the delinquent list and were advertised in the local paper as required by the *Local Government Act*.

By 10:00 a.m. on Monday, September 30th, the appointed time for the annual tax sale, 5 properties remained with delinquent taxes outstanding and were offered for sale by auction. 5 mobile homes remained with delinquent taxes (total delinquent of \$1,117, total outstanding of \$2,710). It is not recommended to sell these properties at tax sale, but instead they will have liens registered on the mobile homes. Approximately 10 members of the public attended the tax sale, with 2 different bidders purchasing all of the available properties. The total value of the purchase prices for the 5 properties was \$510,000 with \$50,178.24 paying off outstanding taxes and tax sale costs and \$459,821.76 (tax sale surplus) being held in trust pending the final outcome of the tax sale proceedings. The City of West Kelowna was not deemed purchaser for any of the properties.

Within 4 days of the tax sale, the required “certificates of tax sale” will have been remitted to Land Title Office in Kamloops for registration and staff is currently in the process of sending “notices of tax sale” by registered mail to all the owners and lien holders on title. Based on historical precedent, it is expected that all 5 properties sold at tax sale will be redeemed within the one-year redemption period.

During the month of September, approximately \$380,000 in overall taxes were collected (through direct payments and the tax sale process) thereby eliminating all of the 2017 taxes (except for the

5 mobile homes), reducing 2018 arrears to \$616,778 and increasing current year tax collections to 97% of the 2019 levy. It is anticipated that the City's collection rate will reach 98% by year-end, which is in line with previous years in West Kelowna as well as collection rates in similarly sized municipalities throughout the province.

FINANCIAL IMPLICATIONS:

2017 taxes are now all collected, with the exception of \$2,710 from the mobile homes. For 2018 \$616,778 remain in taxes collectable and a further \$1,883,069 for 2019 is still outstanding as of September 30th. Interest earned on taxes in arrears is retained by CWK and accrues at a rate set quarterly by the province (currently 6.95%). Because unpaid taxes take priority over all other claims against property other than the Crown's, CWK's exposure to loss is minimal and rare.

REVIEWED AND APPROVED BY:

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

Powerpoint: Yes ☐ No ☒

Attachment: Public Notice of Tax Sale



**City of West Kelowna
Public Notice of Tax Sale**

Pursuant to Section 645 of the Local Government Act, the following 5 properties were sold at Tax Sale on Monday September 30, 2019:

The 2019 Tax Sale was conducted in the Council Chambers of the City of West Kelowna, 2760 Cameron Road in West Kelowna, at 10:00am on Monday September 30th, 2019.

The 2019 Tax Sale was adjourned at 10:16 am, reconvened at 2:00pm and was closed at 2:01 pm on Monday, September 30th, 2019.

Roll Number	Civic Address
12356.389	8201 - 4028 PRITCHARD DR N
13357.158	2459 CHIEFTAIN RD
13693.031	1550 PINOT GRIS DR
14626.990	3512 CORINE RD
14732.091	2877 ABERDEEN RD

For further information please contact the Tax Department at (778) 797-8860.



COUNCIL REPORT
Corporate Services
For the October 8, 2019 Council Meeting

DATE: September 19, 2019
TO: Paul Gipps, CAO
FROM: Shelley Schnitzler, Legislative Services Manager
RE: Council Meeting Schedule - 2020

RECOMMENDED MOTION:

THAT Council approve the 2020 City of West Kelowna Council Meeting Schedule.

RATIONALE:

In accordance with the *Community Charter* and Council's Procedure Bylaw, a schedule of Council meeting dates, times and location(s) must be made available to the public at least once a year.

LEGISLATIVE REQUIREMENTS:

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

BACKGROUND:

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

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

Council's Procedure Bylaw also requires that when a Council meeting falls on a statutory holiday or occurs during a week in which SILGA, FCM, or UBCM annual conferences are held, the meeting will be held on an alternate Tuesday. For 2020, alternate dates are provided for the first and second regular meetings in April due to SILGA, and the second regular meeting in September due to UBCM.

ALTERNATE MOTION:

- THAT Council approve the 2020 City of West Kelowna Council Meeting Schedule with amendments.

REVIEWED AND APPROVED BY:

Tracey Batten, Deputy CAO/Corporate Officer
Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments: 2020 Council Meeting Schedule



CITY OF WEST KELOWNA COUNCIL

2020 MEETING SCHEDULE

Council Chambers, 2760 Cameron Road, West Kelowna, BC

MONTH	COUNCIL MEETING 1:30 P.M.	COUNCIL MEETING 6:00 P.M.
January	14	28
February	11	25
March	10	24
April ¹	7	21
May	12	26
June ²	9	23
July	14	28
August	11	25
September ³	8	29
October	13	27
November	10	24
December	8	-

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

ACTING MAYOR SCHEDULE – 2020

Councillor De Jong	2019-NOV-01	to	2019-DEC-31
Councillor Findlater	2020-JAN-01	to	2020-FEB-28
Councillor Friesen	2020-MAR-01	to	2020-APR-30
Councillor Johnston	2020-MAY-01	to	2020-JUN-30
Councillor Zanon	2020-JUL-01	to	2020-AUG-31
Councillor Zilkie	2020-SEP-01	to	2020-OCT-31

¹ SILGA Convention – April 28 – May 1 (Vernon)

² FCM Convention – June 4 - 7 (Toronto)

³ UBCM Convention – September 21 - 25 (Victoria)