



COUNCIL REPORT

To: Mayor and Council

Date: October 21, 2025

From: Ron Bowles, Chief Administrative Officer

File No: 3900-20

Subject: **Traffic Bylaw Amendments**

Report Prepared by: Evan Sun, Infrastructure Engineer

Report Reviewed by: Brent Magnan, General Manager of Community Development

RECOMMENDATION:

THAT "Traffic Bylaw No. 0331, 2025" be read a first, second, and third time;

AND THAT "City of West Kelowna Bylaw Notice Enforcement Amendment Bylaw No. 0093.57, 2025" be read a first, second, and third time;

AND THAT "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.55, 2025" be read a first, second, and third time;

AND FURTHER THAT "City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.84, 2025" be read a first, second, and third time.

STRATEGIC AREA(S) OF FOCUS

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

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

Foster Safety and Well-Being – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

BACKGROUND

The City of West Kelowna's Traffic Bylaw No. 0092 was adopted in 2009 with only minor amendments completed over the years to address evolving transportation needs and community priorities. Since its adoption, the City has experienced significant growth and development, resulting in increased traffic volumes and more diverse transportation demands. Recent changes in provincial legislation, particularly the introduction of Small-Scale Multi-Unit Housing (SSMUH) have created the need for new requirements such as updated driveway access and parking regulations that were not anticipated in the original bylaw.

As a result, a comprehensive update to the Traffic Bylaw is necessary to ensure it remains effective, enforceable, and responsive to the City's evolving transportation landscape. The proposed Traffic Bylaw amendments have been developed to align with the City's Official Community Plan and Transportation Master Plan, ensuring that updated regulations support West Kelowna's long-term goals. The proposed traffic bylaw aims to address these challenges by modernizing standards, improving clarity, and supporting the City's strategic priorities while accommodating growth associated with Small-Scale Multi-Unit Housing (SSMUH). Consequential amendments are also required to the Bylaw Notice Enforcement Bylaw No. 0093 and Ticket Information Utilization Bylaw No. 0095 to ensure alignment with the proposed Traffic Bylaw.

The City of West Kelowna's Fees and Charges Bylaw No. 0028 was adopted in 2009 and the permit fees under Schedule 4 – Section C, Part 3 (Roads) was last amended in 2011 (Fees and Charges Bylaw No.0028.12). Since then, inflation and increased administrative requirements such as the need for permit applications to be reviewed by multiple City departments have significantly raised the actual cost of processing permits. As a result, the City's current permit fees no longer reflect the amount of staff time and resources required for a permit to be reviewed and processed. In addition, neighboring municipalities in recent years have also raised their permit fees to align with rising costs. Therefore, an update to the City's Fees and Charges Bylaw is recommended to ensure our fees remain regionally consistent and that the City recovers the actual costs incurred during the permit review process.

TRAFFIC BYLAW

The proposed Traffic Bylaw updates are shown in red in the bylaw for convenience, with a summary provided below categorized as Major Changes and Minor Changes

Major Changes

- Updates to driveway access requirements to align with Small-Scale Multi-Unit Housing (SSMUH) requirements
 - o Revised standards ensure safe and efficient access for a wider range of housing types, supporting infill and multi-unit development.
- Parking regulation changes

- Significant revisions to parking prohibitions, requirements, and enforcement for improved clarity, accessibility, and operational needs.
- Updated schedules (drawings/maps)
 - Comprehensive updates to bylaw schedules, including access design requirements, to reflect current infrastructure and regulatory needs.
- Stronger language for ticketing and conformance with Road & Right of Way (ROW) permit
 - Enhanced enforcement provisions, clearer penalties, and improved requirements for permit compliance.

Minor Changes

- Updated definitions for clarity and consistency
 - Improved clarity for technical terms (e.g., “drainage facilities”).
 - Alignment with current standards and best practices (e.g., “accessibility”).
 - Updated to reflect changes in other bylaws and organizational titles.
- Updated terminology for new Active Transportation Corridor (ATC) modes
 - Inclusion and regulation of new active transportation modes (e.g., e-bikes)
- Deleted multiple redundant sections
 - Section 5: Debris Removal
 - Consolidated with new Section 7.1.
 - Section 9: Disabled Persons’ Parking Permits
 - Consolidated with new Section 11.1.
 - Section 10: Speed Limits
 - Removed as the Community Charter prohibits municipalities from issuing speeding tickets.
 - All City of West Kelowna roads are now 50 km/h or less
 - Section 11: Speed Limits on Lane
 - Removed as the Community Charter prohibits municipalities from issuing speeding tickets.
 - Section 13: Loading Zones – Commercial and Passenger
 - Consolidated with new Section 11.1.
- Restructured and renumbered several sections of the bylaw to improve logical flow, enhance readability and ensure related provisions are grouped together. This reorganization aims to make the bylaw easier to navigate for staff, applicants, and the public.

BYLAW NOTICE ENFORCEMENT AND TICKET INFORMATION UTILIZATION

The proposed amendments to the Bylaw Notice Enforcement Bylaw No. 0093 and Ticket Information Utilization Bylaw No. 0095 are required to reflect the consequential amendments made to Traffic Bylaw No. 0331. Specifically, changes are being made to Schedule 16 – Ticket Offences for City of West Kelowna Traffic Bylaw No.0092. The majority of the prohibitions and fine amounts remain unchanged in both enforcement bylaws. The primary purpose of this bylaw amendment is to reorganize sections,

incorporate updated parking regulations, and align definitions with the current best practices amendments that are proposed in the traffic bylaw. These amendments are primarily administrative and are intended to ensure that all enforceable prohibitions in the Traffic Bylaw are accurately reflected in both enforcement bylaws.

FEES AND CHARGES BYLAW

The City of West Kelowna reviewed and approved 213 Municipal Highways Permits in 2024, 222 in 2023, 299 in 2022, 294 in 2021 and 213 in 2020. Each permit application undergoes a comprehensive review that typically involves multiple departments including but not limited to Engineering, Public Works, Roads and Drainage and Parks to ensure all comments and concerns are addressed prior to construction. The departmental review process can vary from application but the average review time between the departments is two and a half hours per permit. The permit is valid for three months with the option to extend or amend as needed. The City of West Kelowna further reviewed and approved 18 permit extensions or amendments in 2024, 16 in 2023, 17 in 2022, 11 in 2021, 7 in 2020.

Currently, the City of West Kelowna charges \$75.00 for a Municipal Highways Permit application, \$100.00 for an access permit for those requesting additional access to their property. There are no charges for amendments or extensions of permits, even though each amendment or extension still requires administrative time and, at times, further departmental review. The existing municipal highway permit covers all works, materials, temporary structures along the City right of way which include hoarding such as construction fencing, stockpiling of materials and sea cans to be permitted along the City right-of-way for a flat fee of only \$75 with no additional charges for permit extensions.

The proposed traffic bylaw changes will change the naming of our permit application from “Municipal Highway Permit” to “Road and Right-of-Way Usage Permit,” The current fee structure does not adequately reflect the staff time and resources required for review, especially for hoarding that occupies the right-of-way for extended periods. The updated fee structure introduces daily and area-based charges for hoarding, ensuring fairness and regional consistency with neighboring municipalities. These amendments to the Fees and Charges Bylaw are intended to ensure the City’s fees are appropriately updated for hoarding and other uses, align with the actual staff time and resources required for permit processing, maintain consistency with regional practices, and support cost recovery for municipal services.

FINANCIAL IMPLICATIONS

There are no significant financial implications associated with the proposed Traffic Bylaw No. 0331 and the amendments to Bylaw Notice Enforcement Amendment Bylaw No. 0093 and Ticket Information Utilization Bylaw No. 0095. These updates do not introduce new

costs but ensure that ticketable offences are current with the updated Traffic Bylaw and reflect best practices for enforcement.

The proposed amendments to the Fees and Charges Bylaw No. 0028, Schedule 4 – Section C, Part 3 (Roads) are noted below:

- Municipal Highway Permit to be renamed as Road & Right of Way Usage Permit and to increase the permit application fee from \$75 to \$125 to cover the required interdepartmental review and processing time.
- Introducing a \$75 fee for each permit amendment or extension, reflecting the administrative effort involved in reviewing and processing these requests.
- Implementing a Hoarding Permit fee structure to be charged \$75 per application and a daily charge of \$25 (if less than 5 days) or per permit period charge of \$16/Sqm (if 5 days or more).

Table 1: Engineering Permit Fees

Type of Fee	Fee	
Permits	Application Fee	Permit Fee
Road & Right of Way Usage permit	\$125.00 per application	\$0
Amendment and/or Extension permit	\$75.00 per application	\$0
Hoarding (under Road & Right of Way Usage permit)	\$75.00 per application	\$25 per day (< 5 days) \$16 per Sqm per permit period (> 5 days)
NOTE: Includes permits for construction access and works on a municipal right-of-way.		

An increase in the application fee for the Road & Right of Way Usage Permits to \$125 and adding a permit extension/amendment fee of \$75 would result in approximately \$13,500 more revenue per year.

CONCLUSION

The proposed amendments will modernize the City’s Traffic, Ticket Information Utilization, and Fees and Charges Bylaws to reflect current best practices, community needs, and cost recovery requirements. These updates will improve clarity, enhance enforcement, ensure alignment with regional standards and support the City’s strategic priorities while accommodating growth associated with Small-Scale Multi-Unit Housing (SSMUH).

Alternate Recommendation:

THAT Council direct staff to revise the draft bylaws and return them to a future Council Meeting

PowerPoint: Yes No

Attachments:

1. Traffic Bylaw No. 0331
2. Bylaw Notice Enforcement Bylaw No. 0093.57 – Schedule 16
3. Ticket Information Utilization Bylaw No.0095.55 - Schedule 16
4. Fees and Charges Bylaw No.0028.84 – Schedule 4