



## COMMUNITY DEVELOPMENT COUNCIL REPORT

To: Mayor and Council

Date: March 24, 2026

From: Ron Bowles, Chief Administrative Officer

File No: P 24-13

Subject: **Civic Addressing Bylaw No.0333 (1st, 2nd and 3rd Reading)**

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### RECOMMENDATION:

**THAT** “Civic Addressing Bylaw No. 0333, 2026” be read first, second, and third time;

**AND THAT** “City of West Kelowna Bylaw Notice Enforcement Amendment Bylaw No. 0093.59, 2026” be read a first, second, and third time;

**AND FURTHER THAT** “City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.58, 2026” be read a first, second, and third time.

### STRATEGIC AREA(S) OF FOCUS

**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

Currently, the City of West Kelowna uses the Regional District of Central Okanagan (RDCO) Building Number Bylaw No. 1185, to direct addressing in the City of West Kelowna. This Bylaw was intended to assign civic addressing within the Regional District’s unincorporated areas, and was last updated in 2001, prior to the City of West Kelowna’s incorporation. The RDCO Building Number Bylaw does not include regulations for assigning addresses to housing types more commonly seen in 2026, such as carriage homes, and duplexes with suites.

In response, the Planning Department has created an updated bylaw that reflects our current practices and new approaches to assigning civic addresses. The key focus of this updated bylaw is to address additional housing types enabled through infill development

and allowable uses under Provincial Bill 44 for Small Scale Multi-Unit Housing (SSMUH). As the City continues to grow, an updated approach to assigning civic addresses is necessary to accommodate the increasing variety of unit types. A comprehensive review of best practices from other municipalities in the Okanagan was conducted, focusing on approaches to infill housing, including secondary suites in single-detached dwellings, duplexes, carriage homes, and other housing types with secondary units.

### Context

Since the Adoption of Bill 44, the City has seen an increase in the number of infill housing units. This increase presents two specific issues related to assigning civic addresses: insufficient numbers to assign unique addresses, and the need for a standardized approach to assigning civic addresses to secondary suites, particularly those found in duplexes and carriage homes.

Each street and neighbourhood presents unique civic addressing scenarios depending on the available numbers on that street and the gaps between addresses. In most situations, there are address-number gaps of 4 or more between neighbouring properties, allowing the assignment of unique civic addresses for single-family homes or duplexes and infill subdivisions, as shown in Figure 1.



Figure 1: Standard Civic Numbering Gaps

However, some streets have smaller numbering gaps that make it difficult to assign new addresses or, in some cases, prevent unique addresses from being assigned. As West Kelowna neighbourhoods continue to densify, the addition of duplexes, carriage homes, and secondary suites within these unit types requires alternate addressing configurations. The proposed addressing updates for current practices and new solutions are outlined in the following sections.

## **DISCUSSION**

Staff have developed a new Addressing Bylaw specific to West Kelowna, which includes general updates and the substantive changes outlined in the sections below. Most approaches to assigning addresses will remain the same, including for single-family homes, commercial developments, and tri-plex and quadplex units, where the approach aligns with assigning addresses for townhomes.

Additionally, a companion 'Internal Guidance Document' has been created to assist Development Services staff with the assignment of civic addresses by providing additional details and examples of unique scenarios for secondary suites, carriage homes, and duplexes.

### **Summary Of Proposed Addressing Changes**

#### Addressing Carriage Homes

Carriage homes have traditionally been assigned a unique civic address number, often falling between the numbers of two neighbouring properties. For example, if the main civic address for the parcel is 2202 and the neighbouring property is 2206, the carriage home would be assigned as 2204. However, this approach can limit the number of addresses available for future infill development. The proposed approach is to assign a unit number to carriage homes, followed by the parcel's main civic address. The unit number will always be number '2' to delineate the carriage home as the secondary dwelling, separate from the principal dwelling. In rare circumstances, a carriage house may also have a secondary suite. Suites in carriage homes will be assigned a unit number and the letter 'B', followed by the carriage house's main address. An example for addressing carriage homes will look as follows:

- 2202 (Main Single-Family Dwelling)
- 2-2202 (Carriage House)
- 2B-2202 (Suite in Carriage House)

#### Addressing Secondary Suites

The current procedure is to assign a unit number to secondary suites. This will remain the same, with the addition of the letter 'B'. The rationale is that using an alpha for all suites will provide a clear indication of suites found in duplexes, single-family homes, and carriage homes. Secondary suites in primary dwellings and duplexes with unique civic addresses will always be assigned unit number '1B'. An example of this configuration will look as follows:

- 2202 (Main Single-Family Dwelling)
- 1B-2202 (Suite in Main Single-Family Dwelling)
  
- 2206 (Duplex Address)
- 1B-2206 (Suite in Duplex)

In some cases, duplexes are assigned unit numbers that share a single address. If duplexes with a shared address also have secondary suites, the unit numbers will remain the same, and the letter 'B' will be added to indicate the suite. The rationale is that using the letter B clearly indicates the secondary suite, rather than using only unit numbers. An example of this configuration will look as follows:

- 1-2202 (Duplex 1)
- 2-2202 (Duplex 2)
- 1B-2202 (Suite in Duplex 1)
- 2B-2202 (Suite in Duplex 2)

#### **External Policy Review**

Canada Post, BC Ambulance Service, and neighbouring municipalities were included in the referral process and feedback has been incorporated into proposed changes. In addition, a broader municipal policy review was conducted for other BC municipalities. Many municipalities have not updated their Bylaws to address the impacts of recent provincial changes and are also considering updates to their addressing processes.

### **Referral Comments**

#### West Kelowna Fire Rescue

West Kelowna Fire Rescue reviewed the proposed addressing changes and confirmed that the use of alpha (lettering) for secondary suites and assigning a unit number to carriage homes is acceptable and aligned with emergency response needs.

### **BYLAW AMENDMENTS REQUIRED**

#### **Compliance Bylaw Amendments**

Additional amendments will be made to add charge sections in the Notice of Enforcement Bylaw No. 0093 and Ticket Information Utilization Bylaw No. 0095 for the new corresponding sections. The following Bylaws have been amended as follows:

#### **City of West Kelowna Bylaw Notice Enforcement Amendments Bylaw No. 0093.59**

SCHEDULE 20 – **Ticket Offences for City of West Kelowna Civic Addressing Bylaw No. 0333**, by adding the following ticket and fine amounts:

Failure to display, locate, place, and size Civic Addressing in compliance with the Bylaw	8.3.1 to 8.3.14	\$100/day
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#### **City of West Kelowna Bylaw Ticket Information Utilization Bylaw No. 0095.58**

SCHEDULE 19 – **Ticket Offences for City of West Kelowna Civic Addressing Bylaw No. 0333**, by adding the following ticket and fine amounts:

Failure to display, locate, place, and size Civic Addressing in compliance with the Bylaw	8.3.1 to 8.3.14	\$100/day
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### **FINANCIAL IMPLICATIONS**

The development and implementation of the Addressing Bylaw have no direct financial implications.

### **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
May 28 <sup>th</sup> , 2024	<b>THAT</b> staff prioritize all legislative changes, the Rental Protection Policy, Transit Planning, Addressing Bylaw and the RC3 Short Term Rental review, before all other remaining projects that are not currently underway.	<b>No.C170/24</b>

### Legislative Authority

Under section 39 of the *Community Charter*, Council may, by bylaw, do one or more of the following:

- (b) Assign numbers to buildings and other structures; and
- (c) Require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property.

### Public Notification

The proposed Civic Addressing Bylaw No.0333 is considered administrative and does not fall under section 94 of the *Community Charter*, which outlines the requirements for a public hearing. A public hearing is not required for this Bylaw.

### CONCLUSION

Civic Addressing Bylaw No. 0333 updates the descriptions for all addressing scenarios, including addressing for carriage homes, duplexes and secondary suites. This bylaw has been tailored to align with current practices used by the development services staff and to provide clarity on unit types that are becoming more common through infill development. As the City continues to grow, the adjustments outlined in this report will allow for greater flexibility in assigning new civic addresses. Additionally, an internal guidance document has been created as a companion to Bylaw No. 0333 to provide additional details, instructions, and processes for unique scenarios which may arise when assigning civic addresses. Staff recommend that Council give first, second and third reading to the proposed Bylaw.

### Alternate Recommendation:

**THAT** Council postpone consideration of Civic Addressing Bylaw and ancillary amendments (P24-13);

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

PowerPoint: Yes  No

Attachments:

Attachment 1: Civic Addressing Bylaw No.0333

Attachment 2: City of West Kelowna Bylaw Notice Enforcement Amendment  
Bylaw No. 0093.59, 2026

Attachment 3: City of West Kelowna Ticket Information Utilization Amendment  
Bylaw No. 0095.58, 2026